

CORPORATION OF HULL COLLEGE
HE OVERSIGHT COMMITTEE

Public Minutes of the HE Oversight Committee meeting
held 3rd July 2023 via Teams

MEMBERS PRESENT:		Ahmed Elseragy Joey Greenwood Colin Raban Joanne Masterson Debra Gray	External Governor External Governor External Governor External Governor Principal
IN ATTENDANCE:		Ranjit Singh Catherine Sykes David Vickers	VP Quality Director of Governance Head of HE
Min. No.			
OPENING ITEMS			
22	Apologies for Absence None		
23	Declarations of Interest None		
24	Minutes of the meeting held 2nd May 2023 Resolved - The minutes of the meeting held on 2 nd May 2023 were approved as a correct record.		
25	Matters Arising The Director of Governance confirmed that two actions had been completed and were included on the agenda. Two items (Committee Structure and Academic Regulations) remain ongoing. Regarding the Committee Structure, the EMT were still to respond to the paper considered at the Committee’s last meeting. Regarding the Academic Regulations, it was noted that this had been reviewed following receipt of feedback from the committee and were being considered by the EMT at their next meeting for recommendation to Corporation.		
TERMS OF REFERENCE			
26	Terms of Reference The Director of Governance introduced the proposed terms of reference, noting that following feedback from Governors, EMT and other Colleges who offer Higher Education it was important to emphasise that the role of the HE Oversight Committee as an advisory function to the Corporation. It was noted that there was currently some overlap of the responsibilities of the committee with the Academic Board. The chair of the committee highlighted that the committee’s role is to advise the Corporation on the HE matters that are within its remit. For that reason, it must be ensured that the terms of reference are consistent with the Articles of Government, and with the duties imposed on governing bodies by the Office for Students. The particular ‘duty’ (which is above and beyond the responsibilities set out in the Articles) is that the Corporation should ‘receive and test assurance that academic governance is adequate and effective. Members considered the proposed amendments and concluded the following updates: 2.1.4 – in particular rather than specifically. 3.3 - To increase the number of independent members to two from one.		

	<p>4.2.4 – insertion of receive and test assurance that academic governance is adequate and effective.</p> <p>In response to a member’s question, it was confirmed that regarding 4.2.9 (Higher Education Fees), the committee would receive the proposal for information, rather than recommendation or approval as this responsibility remains with the Finance and Resources Committee.</p> <p><i>At this point, Joanne Masterson joined the meeting.</i></p> <p>Resolved: The terms of reference were recommended for Corporation approval with the agreed additional changes.</p>
QUALITY OF EDUCATION	
27	<p>HE Quality Improvement Plan</p> <p>This matter is subject to a separate and confidential minute.</p> <p>The HE Quality Improvement Plan was RECEIVED.</p>
28	<p>HE Quality Monitoring Report</p> <p>This matter is subject to a separate and confidential minute.</p> <p>The HE Quality Improvement Plan was RECEIVED.</p>
29	<p>HE Provision</p> <p>The VP Quality presented the paper on the changes made to HE provisions. It was confirmed that the College carefully considered the consolidation of the Higher Education offer, presenting an all-round improved experience and offer for learners.</p> <p>It was confirmed that the introduction of creative practise as part of the Art programmes would support learners in their journey to employment, enhancing their professional and employability skills as part of their academic programme.</p> <p>In response to a member’s question, it was confirmed that applicants who have applied but do not accept are contacted, and the reasons are recorded by the quality team. It was noted that this information would be included in a future report.</p> <p style="text-align: right;">Action VPQ</p> <p>Members discussed the rationalisation of the provision so far and an initial review and closure of some courses. It was noted that the College is offering too many choices in terms of HE provision, and whilst this is being scaled back there is further review to do and will be continually monitored.</p> <p>Members were highlighted to the introduction of Higher National (HN) Flex programmes, which offer learners the opportunity to complete a unit at a time. In addition, HN programmes are flagged as future higher technical programmes (HTQs).</p> <p>Members considered the risk relating to the significant number of programmes that do not share modules, and whether the resource to fulfil the resources to ensure delivery of this was adequate if the College was unable to retain staff. The VPQ echoed these concerns and confirmed that this risk is identified in the College’s strategic risk register for recruiting and retaining specialist staff in a competitive sector. The concern relates to both the academic provision but also the student experience whilst on programme.</p> <p><i>At this point Debra Gray joined the meeting.</i></p>

	The report on HE Provision was RECEIVED .
OFFICE FOR STUDENTS	
30	Compliance with the Conditions of Registration This matter is subject to a separate and confidential minute. The report on Compliance of Conditions of Registration was RECIEVED .
RISK & ASSURANCE	
31	HE Risk Register This matter is subject to a separate and confidential minute. The HE Risk Register was RECEIVED .
COMMITTEE ASSESMENT	
32	Annual Committee Self-Assessment The Director of Governance noted the request of the Governance, Search and Remuneration Committee to request feedback from each of the committees on the view of their effectiveness in year. It was confirmed that a short survey would be circulated and each committee members was requested to feedback honestly on the effectiveness of the committee in their opinion, for collation and inclusion in the Governance Self-Assessment Report.
CLOSING ITEMS	
33	ANY OTHER BUSINESS The Head of HE noted the formal exam boards planned for this week with the intention of being complete by Thursday. In response to a member's question, it was confirmed the courses with an additional accreditation (e.g. Architecture) was not part of the College's Strategy in HE presently.
	DATE OF NEXT MEETING The planned date of the next meeting would be confirmed by e-mail to gather members availability.

Approved by the HE Oversight Committee at the meeting held on 5th October 2023.