

CORPORATION OF HULL COLLEGE
HE ADVISORY COMMITTEE

Public Minutes of the HE Advisory Committee meeting
held 5th October 2023 via Teams

MEMBERS PRESENT:		Debra Gray Barbara Howell Joanne Masterson Colin Raban	Principal External Governor External Governor External Governor (Chair)
IN ATTENDANCE:		Ranjit Singh Catherine Sykes David Vickers	VP Quality Director of Governance Head of HE
Min. No.			
<i>Ahead of the meeting the Chair introduced Barbara Howell as a new Governor and member of the Committee. Introductions were made to all members.</i>			
OPENING ITEMS			
HE24.1	Apologies for Absence Joey Greenwood		
HE24.2	Declarations of Interest None		
HE24.3	Minutes of the meeting held 3rd July 2023 Resolved - The minutes of the meeting held on 3 rd July 2023 were approved as a correct record.		
HE24.4	Matters Arising The Director of Governance highlighted the items listed on the action schedule. It was noted than many items were complete, for discussion as part of the agenda or would be covered at the next meeting of the committee as per the cycle of work.		
QUALITY OF EDUCATION			
HE24.5	HE Recruitment Report The VPQ highlighted the College’s ongoing review of quality and economic viability of areas in HE, and how significant changes are notifiable to the OfS due to the enhanced scrutiny. It was noted that any proposal to amend provision would be considered by the committee in Spring 2024, with confirmation to Corporation to ensure robust action is implemented to protect students and ensure they can be rerouted to alternative provision where needed. Members considered the viability of the provision both from a financial and quality perspective, of which the Principal noted a cohort of 8 learners is a comfortable number however 6 learners would be possible. Members asked for detail on the total number of applications as part of the information to support governors view of the demand for programmes. It was noted this would be reviewed, however the data is not easily accessible due to the nature of the learners in they often apply late, and not always through the UCAS system.		

<p>HE24.6</p>	<p>HE Metrics Report</p> <p>The VPQ noted the HE Metrics Report, noting that the data from the academic year 2022-23 has shown a significant improvement compared to 2021-22 in continuation. Whilst student experience is still in need of improvement student performance has grown and reflects positive academic support, and withdrawals are reduced as a result of range of strategies.</p> <p>In response to a members question, it was confirmed that in relation to compliance with OfS, the College was not within the threshold of the risk category. The committee welcomed the report, noting clear evidence of progress.</p>
<p>LEARNER VOICE & BEYOND THE BOARDROOM</p>	
<p>HE24.7</p>	<p>Thematic Review Dates</p> <p>The VPQ noted the plan for Thematic Review dates. It was confirmed that using the UK Quality Code, the college will conduct three thematic reviews over the academic year. These will focus on the following areas:</p> <ol style="list-style-type: none"> 1. Admissions, recruitment and widening Access 2. Advice and guidance – assessment 3. Course Design and Development 4. Student Achievement 5. Monitoring and Evaluation 6. Student Engagement 7. Learning and Teaching <p>It was noted that because of a current staffing shortage within the HE team, and particularly within quality, the themes would be covered throughout the year ensuring a focus on quality improvement, including detailed reports on teaching and learning with grading, compared with the assurance model of the past.</p> <p>In response to a member’s question, regarding staffing shortages and the volumes of work related to the planned reviews, the VPQ noted that an analysis would be completed on each review including making adjustments where required. The Head of HE noted that heads of institute would receive training on the thematic process, as part of their continuous development being able to assess teaching and learning.</p> <p>The chair of the committee noted the reliance on the quality team for conduct of reviews, however good practise would encompass any member of HE staff including teachers, to conduct and practise reviewing roles. The Principal noted the work ongoing with other HE providers and cross college ‘good practise’ sharing. It was noted how additionally the College works with partner universities.</p> <p>In response to a member’s question, it was noted that the themes would not cover all criteria over the three exercises as this would be too lengthy and overburdensome, and that the themes would be far more succinct, following the model as used in FE.</p>
<p>HE24.8</p>	<p>Complaints Report 2022-23</p> <p>The Head of HE presented the Complaints report. It was confirmed that the report includes the data with comparison over a 3-year period of which the rate was noted as consistent. It was noted that the vast majority are within areas of teaching supervision and organisation, which is reflected in NSS (minute 9 refers), and the College strives towards the early resolution of problems.</p> <p>Members noted that the complaints to the current executive had been dealt with efficiently, particularly the historical substantial issues that had been presented; however, the College is able to</p>

	<p>conduct business as usual going forward and members would look forward to the comparative data for the next year.</p> <p>In response to a member's question, it was noted that complaints identified as related to teaching or supervision were not significant, and that the College had worked on, as part of the induction process, ensuring that learners understand the expectations of resources or communication. In addition, the College has put in steps to ensure that the students are clear on how and what they are complaining about, and their understanding of the differences between an appeal and complaint. It was confirmed that there are no appeals.</p>
HE24.9	<p>National Student Survey (NSS) Report and Action Plan</p> <p>Members were pleased to note the commendable response rate to the National Student Survey, however the point was made that the College's current NSS performance compares unfavourably with that of its competitors/similar providers. It was reported that the majority of respondents were from two areas, however only one group was large enough to enable a course based result to be generated, the rest were smaller contingents of students.</p> <p>Members noted the significant impact of the loss of a large area of the HSAD building, which had resulted in students being re-roomed in other areas, particularly Art students. The Head of HE noted that students' perceptions had been addressed through the induction and orientation sessions in relation to feedback, staff availability and availability, including where staff are fractional or there are periods of holiday. Members were pleased to note the positive responses to the library, staff support and quality of the feedback.</p> <p>The Head of HE confirmed that the action plan (as appended to the report) will address the issues raised in the response and that students will be made aware of the questions within the NSS throughout the year to ensure a thorough understanding of the questions is embedded; in addition, follow up work to further strengthen good scores and improve others would be undertaken.</p> <p>It was noted that some benchmarking data was available, and that the College performs well in some areas, however that local or benchmarking was not available specifically for HE in FE environments.</p> <p>Members noted the work undertaken to improve the lower scores, and the assurance provided that the College was addressing any identified issues, which would offer reassurance to the Corporation.</p>
HE24.10	<p>HE Governor Link Visit</p> <p>The HE Governor Link noted that his report was marked as draft before being presented to the December corporation meeting. The Principal noted her thanks for the time and engagement given to learners and staff, and how the visit offers opportunity to get a widened view of HE within an FE institution.</p> <p>The VPQ noted the wide range of activities undertaken as part of the visit with future areas for attention at the next visit. The HE Governor Link noted that all committee members were welcome to join in on the next visit should this be of interest.</p>
HE ACADEMIC BOARD	
HE24.11	<p>Draft Minutes and verbal report from the Academic Board meeting held July 2023.</p> <p>The Head of HE noted that this was the draft minutes of the academic board meeting held in July 2023. The committee noted the ongoing work to ensure that the committee structure for HE was functioning accordingly, therefore future minutes would be different to that of the current content</p>

	<p>and format. Regarding the identified actions, it was noted that, as per the tracking table, the vast majority of actions progress can be reported.</p> <p>In response to a member's question relating to PREVENT it was noted that this is an all staff matter and as well as a standalone strategy is incorporated across the Colleges policies and procedures, is monitored by the Corporation, is part of the remit of the safeguarding link governor and the College's safeguarding committee.</p> <p>The Committee noted the minutes as evidence in support of their concern about the effectiveness of Academic Board e.g. more than half of members gave their apologies and there were not students present, in addition it was reported that staff development sessions on committee work were planned to be introduced.</p> <p>Members noted the engagement with AI and the adoptive and supportive nature the College has taken in this field. Members were pleased that learners were supported to use advancements in emerging technology in ways to advance their skills and be able to adopt new initiative and be able to use it to support them in future careers.</p>
RISK & ASSURANCE	
HE24.12	<p>HE Risk Register</p> <p>This matter is subject to a separate and confidential minute.</p>
HE24.13	<p>Equality of Opportunity Risk Register</p> <p>This matter is subject to a separate and confidential minute.</p>
OFFICE FOR STUDENTS	
HE24.14	<p>Conditions of Registrations Compliance Report, including changes to the HE committee structure.</p> <p>This matter is subject to a separate and confidential minute.</p>
COMMITTEE ASSESMENT	
HE24.32	<p>Annual Committee Self-Assessment</p> <p>The Director of Governance noted the feedback from committee members on performance. It was noted that as a new committee, it has worked to establish its purpose and aims, however some of this remains unclear to members. That said, a review of the delegated responsibilities, schedule of committee work and terms of reference was undertaken with the committee and the senior managers responsible, and it is hoped this will provide the committee with a clear purpose moving forward.</p> <p>It was noted that recruitment to the committee had been a focus following a resignation of a member, and that the members agree that they are collectively skilled and experienced to support this committee an engage and participate fully and openly.</p> <p>The committee recognised the comments and reflected that the previous amendments made to support its function into 2023-24 would be of benefit.</p>
CLOSING ITEMS	
HE24.33	<p>ANY OTHER BUSINESS</p> <p>None.</p>
	<p>DATE OF NEXT MEETING</p> <p>23 November 2023</p>

Approved by the HE Oversight Committee at the meeting held on 23 November 2023.