



Minutes

Meeting of the Higher Education Oversight Committee

Tuesday 14th May 2019 at 9.00am

Principal's Office, Mansion

PART 1

Present: Pippa Goodwin (*Chair of Governors*)
Gillian May

In attendance: Tracy Reeve *Director of Governance*
Jan Selfridge *Director of Higher Education (HE)*

1/19 Chair's welcome

The Chair (PG) welcomed attendees to this new Committee. She highlighted that this was an inaugural meeting and that additional Governance representatives would be brought onto the Committee Membership in advance of the first meeting.

2/19 Apologies

No apologies had been received.

3/19 Notification of any other business

There was no other business notified.

4/19 Notification of Members interests

There were no interests notified.

ITEMS FOR DECISION/ APPROVAL

5/19 Terms of Reference for the HE Oversight Committee

The meeting was reminded that this new Committee had been established at the request of the Office for Students to be responsible for the oversight of:

- the College's Higher Education (HE) Improvement Plan as approved by the Corporation and the Office for Students (OfS); and
- the College's compliance with Specific Ongoing Condition B3A imposed on BCA by the OfS as a condition of registration with the OfS (April 2019).

The meeting considered the draft Terms of Reference for the Committee and ASKED that the following amendments be made:

- a) ***Membership to be 4 governors (not 3) to include Chair of Governors, Principal, HE Student Governor plus another Governor (Daniel Clawson).***
- b) ***An additional line in 'Purpose' to be added as follows:***
 - ***To be responsible for: the development of HE partnerships and possible franchising arrangements.***
- c) ***Frequency of meetings to be changed to 'four occasions each year: September, Late November, March and June'.***

d) An additional paragraph to be added as item (v) under terms of reference as follows:

- **To oversee HE partnership arrangements:**
 - i. the development of the franchising arrangements with the Royal Agricultural University**
 - ii. ongoing monitoring of the franchise arrangements with the University of Reading**

ITEMS FOR INFORMATION

6/19 BCA HE Improvement Plan

Director of Higher Education (JS) presented the first draft of the BCA Improvement Plan for HE provision and the meeting suggested that the prior year comparative data be added. The Principal also asked for the data on projected learner numbers 2019/20 to be shown by programme area and to include a summative line for the total numbers.

The meeting discussed the relatively low number of students progressing internally onto the College HE provision and discussed strategies to improve this. JS highlighted the success of the Vet Physio Taster Day and it was agreed that the College should run a Taster Day for all HE programmes and applicants in April or May 2020. The Principal (GM) asked for further analysis to be undertaken on the numbers of BCA HE Learners who were working as well as studying; this was a unique feature of the BCA cohort. GM also asked for analysis to be undertaken on whether there was any correlation between students who were working in a relevant job and higher success rates.

JS assured the meeting that she would be working on further development of the HE Improvement Plan before its submission at the end of July 2019; the meeting was assured that the plan would clearly demonstrate the planned actions to deliver a material improvement in student outcomes in relation to continuation rates for full-time and other undergraduate students at BCA.

Subject to the amendments suggested above, the meeting APPROVED the Higher Education Improvement Plan in draft format. Members of the HE Oversight Committee would approve the final version by written resolution in advance of its submission to the OfS.

It was AGREED that BCA would run a Taster day for all HE programmes in April/ May 2020.

ANY OTHER BUSINESS

7/19 Any Other Business

- **Franchise Agreement with Royal Agricultural University (RAU)**

The Chair sought confirmation on whether any further progress had been made in converting the Vet Physio provision to a full franchise agreement with the RAU, (to mirror the arrangement already in place with Reading University for HE Childcare provision). This would mean that BCA did not necessarily have to be registered as an HE provider with the Office for Students (OfS). JS confirmed that discussions were underway and the College was waiting for a proposal from the RAU. The Chair asked whether the College would be exploring other options but was informed that other options would be limited. The College could possibly look at a franchise/ sub-

contract relationship through another Landbased FE College but this would not be a good solution for BCA. There were very few HEIs that could validate the vet physio course.

It was AGREED that JS should look at all possible HEI options for validation of the Vet Physio course so that BCA had a back-up plan to the RAU option.

- **Student Loan Access**

The Principal sought confirmation on whether BCA Higher Education applicants now had access to apply for Student Loan funding. JS informed the meeting that this was not yet available but that she would be following this up with the OfS and the Student Loan Company as a matter of urgency.

It was AGREED that JS should expedite the issue of BCA applicants access to Student Loan Funding as a matter of urgency.

There was no other business.

8/19 Date of Next Meeting

The next formal meeting would in September 2019.

Director of Governance to set meeting dates for 2019/20 within overall schedule of BCA Corporation and Committee Meetings 2019/20.