



Minutes
Meeting of the Higher Education Oversight Committee
Thursday 12th March 2020 at 4.30pm
Principal's Office, Mansion

PART 1

Present:	Pippa Goodwin Daniel Clawson Gillian May	<i>Committee Chair & Chair of Governors</i> <i>Governor</i> <i>Principal</i>
In attendance:	Tracy Reeve Jan Selfridge	<i>Director of Governance</i> <i>Director of Higher Education (HE)</i>
Apologies:	Katie Beckinsale Michael Few	<i>HE Student Governor</i> <i>HE Registrar</i>

1/20 Apologies for absence

There were apologies from Katie Beckinsale and from the HE Registrar Michael Few.

2/20 Notification of any other business

There was no other business notified.

3/20 Notification of Members interests

There were no interests notified.

4/20 Minutes of the Meeting 28 November 2019

The minutes were approved as a correct record.

5/20 Matters arising from HE Oversight Minutes of 28 November 2019

- **Minute 24/19, HE Oversight Minutes:** The Director of Governance (TR) confirmed that she had now received a copy of the HE Oversight Committee minutes from 24 July 2019 from the HE Academic Registrar (MF).

NOTED.

- **Minute 24/19, FD Attendance at HE Oversight Committee:** The Principal informed the meeting that the attendance of the FD to present work on the HE financial contribution would be deferred until the next meeting of the HE Oversight Committee; early April 2020.

FD to attend an additional HE Oversight Committee in April 2020 to consider financial contribution of the HE courses at BCA.

- **Minute 25/19, HE Action Plan:** The Chair sought confirmation on whether the responsibility for the update of this plan had been transferred to HE Registrar (MF) as suggested at the last meeting. JS confirmed that MF was now involved in the update of this plan, especially in relation to tracking data, but there were aspects of the work that he was not involved in so she would keep overall responsibility.

NOTED

It was confirmed that there were no other matters arising from the minutes that were not already covered by the agenda.

ITEMS FOR DECISION/ APPROVAL

6/20 Higher Education (HE) Improvement Plan

The Director of HE (JS) updated the meeting with progress against the HE Improvement Plan as submitted to the Office for Students (OfS).

The meeting closely scrutinised this document and noted that the amendments and additional data points requested at the last meeting had now been included. The meeting considered the only 2 items still flagged as 'red'. These were in relation to: the establishment of a Summer School for current BCA students progressing from FE to HE; and the programme of visits to school sixth forms to promote HE Taster Days. The meeting that current activity on both of these was suspended pending a decision on the future of HE provision at BCA.

The BCA Higher Education Improvement Plan was NOTED and RECEIVED.

7/20 Higher Education Update Report

JS presented the HE update report which covered the following items.

QAA Inspection Update: outcomes and actions

The meeting noted that the College was still awaiting the outcome of the Quality and Standards Review which had been undertaken by the Quality Assurance Agency (QAA) for Higher Education from Monday 13 to Wednesday 15 January 2020. An update from the QAA had been received on 14 February explaining that the delay was due to a change in the format of reports required by OfS. This communication had informed management that QAA now anticipated sending the report to the College for a factual accuracy check during week commencing 16 March 2020. Governors were disappointed about this ongoing delay. JS informed the meeting that she had anecdotal evidence that some colleges were still waiting for QAA Reports after they had been inspected in August 2019. Other colleges inspected in August 2019 had received their report in autumn 2019 which was then published, they were then informed that it needed to be redrafted to reflect new guidance. She briefed the HE Oversight Committee on a recent AoC meeting with a number of college representatives that she had attended to try and seek a solution with the QAA; the Director of Quality for QAA had failed to attend the meeting.

Applications/ conversions update and resulting curriculum plan

The meeting noted a summary of HE applications to date (at 4 March 2020) for the next academic year. The projected Y1 enrolment total was showing a current shortfall of 10 students across the Animal Behaviour & Welfare and Ecology & Conservation programmes. The meeting discussed applications in the context of individual programmes, curriculum planning and implications for course viability. See notes in Part 2 minute (minute 10/20).

Student Tracking and in-year performance 2019/20

Governors were reminded that all of the HE students at BCA were RAG-rated according to academic performance and welfare needs. This was achieved as a result of ongoing monitoring of learners via tutorials, in class performance, one-to-one meetings and assessment grades. JS highlighted that currently, only one student was RAG-rated as a 'red' 'Cause for Concern' (CFC) due to poor academic performance. Governors were

assured that this student was receiving 1-1 support for the science based modules as these presented the most challenging. The meeting noted that a further 30 students were rated 'amber' CFC. Of the 'amber' students, 20 were academically very capable but at risk of not achieving, progressing or achieving their full potential due to health or personal issues. Whilst these students were being closely monitored, with both academic and pastoral support provided as required, each of their individual situations was volatile. The remaining 10 'amber' students were considered at risk of non-achievement as they were currently demonstrating a lack of commitment or application to their studies. JS assured the meeting that appropriate support, or where required, sanctions were being applied to encourage greater engagement. The meeting noted the projections for progression/ achievement at the end of this academic year by course and year group.

Update of the Royal Agricultural University (RAU) franchise opportunity for 2021/22

The meeting noted an update on discussions with the RAU about the possibility of moving to a franchised arrangement for the delivery of HE at BCA. This would seek to convert the BSc Vet Physio provision to a full franchise agreement, (to mirror the arrangement already in place with University of Reading for HE Childcare provision). The meeting was reminded that an outline proposal was presented to the RAU Board in early 2020 but the RAU Board has postponed any possibility of BCA's move from validated to franchised partner until the 2021-22 academic year. BCA had now submitted a business plan as requested, detailing the additional opportunities for collaboration that BCA was able to offer, and quantifying the benefits of a franchise partnership in terms of growth in student numbers, increased revenue and widening participation. The meeting noted that this paper was due for review with the Partnership Manager of the RAU at the end of March, prior to submission to the RAU Board.

The HE Update Report was NOTED

ANY OTHER BUSINESS

8/20 Any Other Business

There was no other business.

9/20 Date of Next Meeting

The remaining meeting dates for 2019/20 was confirmed as:

- Thursday 18 June 2020, 4.30pm

It was AGREED that an additional HE Oversight Committee meeting would be put into the diary just after the Easter break 2020.