



**Minutes of the Higher Education Committee meeting
held on 3 March 2025 at 5.30PM on MS TEAMS**

Committee members	Pat Wilde	PW	Committee Chair
	Rob Bosworth	RB	
	Josephine John	JJ	
	Nik Ramsay-Trease	NRT	
	Sarah Watts	SW	
In attendance			
	Jennie Jordan	JeJ	Head of HE
	Mark Wardle	MW	Group Deputy Principal, Curriculum and Quality
	Tian Bersey	TB	Clerk to the Governors

		Action
1	Welcome, apologies and declarations of interest The Chair welcomed everyone to the meeting. Apologies were received from Ian Tunbridge. There were no further declarations of interest.	
2	Minutes of the meeting held on 27 November 2024	
2.1	The minutes and confidential minutes of the meeting held on 27 November 2024 were agreed to be a true and accurate record of the meeting.	
2.2	Matters arising The Committee noted that all matters arising were complete.	
3	OPERATIONAL UPDATE The Group Deputy Principal Curriculum and Quality presented the operational update report. <ul style="list-style-type: none"> Balanced Scorecard The Group Deputy Principal reiterated the plan to develop a PowerBi dashboard tracking HE metrics to ensure OfS indicators are a key area of focus. The out of date data is one of the barriers. The Head of HE reported that the University of Plymouth is developing its own dashboard tracking OfS metrics and suggested that the College could learn from this. The Group Deputy Principal also reported that attendance remains a challenge. The College aspires to achieve higher attendance as one of the employability skills that learners need to develop for graduate level employment. Retention is tracking positively and is important as it impacts in year funding. Applications are now at 506 and tracking 99 behind last year. Effort has been made to speed up the offers process but this in turn distorts the numbers. Internal progression needs to be monitored. A meeting is held every fortnight between the Head of Marketing and Heads of Campus/Provision to discuss applications.	

	<p>A committee member asked about application numbers for counselling. The Head of HE reported that most courses were tracking in line with last year but that there were two anomalies: marine conservation and horticulture at Eden which had attracted great interest last year but not so far this year. The Committee noted that internal progression applicants in counselling may not have all gone through the process yet.</p> <ul style="list-style-type: none"> ▪ Update on Programme Committee meetings The full schedule will be shared with committee members when ready by email. ▪ Update on Marjon Review Report The Group Deputy Principal Curriculum and Quality reported that the College has challenged some aspects of the report from the periodic review and is waiting for a response. ▪ HE Fees and Group Fees Policy 2026/27 The College will increase fees for new entrants only in 2025/26 by the permitted inflationary increase of £285. The Committee endorsed the plan which needs to be approved by the Board. <p>For 2026/27 the College will need to decide if it will charge a uniform fee for all degrees and consider if it will offer a discount to internally progressing internal students onto MSc courses in the same way as our partners do. The Committee discussed and agreed that proposals on fees should in future come to the November meeting.</p> <ul style="list-style-type: none"> ▪ FDAP & DAP report The Committee noted the summary of the DAPs application report and that the report will go to OfS's Quality Assessment Committee on 26 March 2025. The Committee asked if successful for what period of time awarding powers will be granted. Foundation Degree Awarding Powers would be permanent and Degree Awarding Powers would be granted for a fixed period of time. The Committee noted the exciting opportunity for the College and congratulated all involved. <p>A committee member asked what, if anything, the College had learned from the application process. The Group Deputy Principal reported that it had been a useful review of HE processes which had highlighted areas to improve and the Head of HE reported that the College could now take more ownership of the processes and timelines which have to date been linked with the University of Plymouth who award most of the current degrees.</p> <ul style="list-style-type: none"> ▪ Access and Participation Plan A draft of a new plan will come to the next Committee meeting and needs to be submitted to OfS by 31 July 2025. ▪ OfS Condition E6 (Harassment and Sexual Misconduct) The new condition of registration will come into effect on 1 August 2025. The Head of HE will lead on ensuring the College is compliant. 	<p>TB</p> <p>MW</p>
4	<p>HE SELF-ASSESSMENT REPORT (SAR) The Group Deputy Principal and Head of HE presented the HE SAR. The preparation of the SAR started at RAID (Review and Improvement Day) in July 2024 with a new process and paperwork for HE teams. The SAR also incorporates student feedback, internal and external metrics and requirements of regulations.</p>	

	<p>The student continuation and completion data is strong. Continuation measures are 97% broadly in line with benchmark and completion rates are 83% above benchmark.</p> <p>The overall progression data (i.e. graduates in “professional jobs or postgraduate study”, as defined by OfS) is below benchmark. Progression is surveyed 15 months after course completion. The Head of HE is working with the Head of Marketing to improve how the College stays connected with graduates with a view to improving the participation rate in the progression surveys. The College is impacted by its geographic location and the lower numbers of graduate jobs available in the South West. A narrative of strong contribution was used in the previous TEF focusing on those changing careers.</p> <p>A committee member asked how the College manages keeping in touch with alumni. This is currently done via spreadsheet but LinkedIn and a connect platform which could be afforded through the Access and Participation Plan are being explored as is how to best promote and support completion of the Graduate Outcome Survey.</p> <p>The results of the induction survey were also strong as are the links with industry / employers and use of experiential education. Areas targeted for improvement include: Student experience; the Student Union; communication of the mental health and wellbeing support which is available and timeliness and quality of feedback.</p> <p>Quality Improvement Plan (QIP) Actions from the SAR as well as relevant actions from the HE Strategy Action Plan have been combined into a QIP.</p> <p>The Committee thanked the Head of HE for the work on the SAR and the QIP. A committee member asked who had been involved in the development. All HE staff had been involved in RAID led by the Head of Newquay Campus, HE CAM at Duchy College Stoke Climsland and Head of HE/Eden. A committee member asked what role the HE Academic Board had in the writing and oversight? The role of the HEAB in developing the SAR and QIP needs to be explored further and responsibility brought to a wider group of people and embedded. The CAMs want to take responsibility and work with the HEAB.</p> <p>The Estates and Finance sections of the QIP had not been completed as these sit centrally with the College.</p> <p>The Committee accepted the QIP, looked forward to receiving it earlier next year and reviewing progress at every Committee meeting.</p>	
<p>5 5.1</p>	<p>STRATEGY & RISK Update on Group Strategy process</p> <p>The Principal updated the Committee on the development of a new College strategy. The working group will meet on Friday to finalise a draft for consultation with staff, learners and governors. It is planned to launch the strategy in October 2025.</p> <p>The Principal reported that there is a lot in the HE Strategy 2022 – 2027 that will align with the new College strategy and to take forward to 2027. The emphasis on place will need to be incorporated.</p> <p>The Committee discussed the consultation on the new strategy which will include stakeholders as well as staff and learners.</p>	

5.2	<p>HE Strategy 2022-2027</p> <ul style="list-style-type: none"> ▪ Update on action plan <p>The Group Deputy Principal reported that the action plan has been reviewed, some actions have been completed, some updated and others removed as they no longer fit. Updated actions have been transferred to the QIP.</p> <ul style="list-style-type: none"> ▪ Identify what areas should be taken forward <p>The Committee supported the proposal to keep the current strategy until 2027 and refine it where needed to align with the new college strategy. The quality cycle will be refined and language aligned. Critical success factors will be developed.</p> <p>The Committee was heartened by the proposed approach and agreed that this should be a regular agenda item to report on the process. The Chair asked committee members to share any comments or observations with the Head of HE.</p>	ALL
6	<p>HEAB Summary of Key Points</p> <p>The Committee noted the summary of key points from meetings in December 2024 and February 2025.</p>	
7	<p>Beyond the Boardroom (BTB)</p> <ul style="list-style-type: none"> • Programme Committee Meetings 7-18 March 2025 <p>Dates will be shared with committee members as soon as possible.</p>	
8	<p>Items to share with Board/other Committees</p> <ul style="list-style-type: none"> ▪ Recommend fees policy to the Board for approval. 	
9	<p>Date of next meeting 2 June 2025</p> <p>Any Other Business</p> <p>A committee member asked about the IT strategy going forward, in the context of local FE provision as a whole. The Principal reported that any developments would be driven by the College's focus on place based delivery and on the needs of each local community.</p> <p>The Principal highlighted the recreation of a HE space in Trelawney at Camborne and the move of the Counselling courses to Tamar Tower. The HE Student Governor reported that the move had been well received and the technology worked well.</p> <p>The Chair thanked the Group Deputy Principal and Head of HE for the papers and reported that she is meeting with a potential new co-opted committee member, who works for The Quality Assurance Agency for HE, this week.</p>	

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