



**Minutes of the Higher Education Committee meeting
held on 27 November 2024 at Eden University Centre**

Committee members	Pat Wilde	PW	Committee Chair
	Rob Bosworth	RB	
	Josephine John	JJ	
	Ian Tunbridge	IT	
	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
	Jamie Knights	JK	Head of Marketing

		Action
1	Welcome, apologies and declarations of interest Apologies were received from Nik Ramsay Trease and Cleeve Jenkins. There were no further declarations of interest.	
2	Minutes of the meeting held on 13 June 2024	
2.1	The minutes and confidential minutes of the meeting held on 13 June 2024 were agreed to be a true and accurate record of the meeting.	
2.2	Matters arising The Committee noted that exploration of the international market has been paused. The Committee reviewed the updated terms of reference. On request of the Group Deputy Principal Curriculum and Quality the Committee agreed to add the Executive Leadership Team to item 6.1 in the terms in order to reflect more accurately both the Board's and ELT's oversight of HE across the College. Subject to this addition the Committee agreed to recommend the updated terms of reference to the Board for approval. The Committee recommended a review of the terms of reference for the HEAB. The Group Deputy Principal reported that the sustainability KPIs for the curriculum continue to be a work in progress and will be paused until the new College strategy is clear. This item will be closed.	PW
	STRATEGY and RISK	
3	Observations on HE at the College and thoughts on future direction The Chair welcomed the Principal to his first meeting of the Committee and invited him to share his thoughts and observations. The Principal shared his thoughts and observations on both the national context and the Group context.	

	<p>The Principal wants to ensure that going forward Adult and HE have their own space in the strategy plan. The Principal outlined the timeline for the development of the overall College strategy for launch in October 2025: a renewed HE strategy will emerge alongside.</p> <p>The Committee discussed current partnerships and competition within the current national and local context. The biggest risk is government policy on funding. A committee member highlighted the value of friends and influence and suggested promoting the value of what the College does to the 4 new Cornish MPs and members of the House of Lords. The Principal reported that he had recently met Lord Hudson, Chair of the Cornwall Economic Forum.</p> <p>Further observations, questions and discussions are recorded in the confidential minutes.</p> <p>The Chair raised the current strategy and it was agreed to review this at the next meeting to understand what still fits and what may need reshaping. The Chair also requested an update on the action plan at the next meeting. The current strategy will be circulated in advance of the meeting.</p> <p>The Chair welcomed the Head of Marketing to the meeting who outlined the current marketing efforts. Data is available to illustrate current marketing trends. A clear strategy for HE will allow the marketing team to create a long term and sustainable plan.</p> <p>The Committee discussed current marketing efforts; an increased focus on place and opportunities for the future. Discussions are recorded in the confidential minutes.</p> <p>The Committee discussed the pause in exploring the international market and the lack of infrastructure available at the College to support international recruitment. It was agreed that there are other priorities to focus on in the short term and the College can come back to this again in the future.</p> <p>The Chair thanked everyone for their participation in the discussion which she summarised as follows: The Principal has provided the background to the drafting of a new College strategy. The Committee will review the current HE strategy at its next meeting. Place is a key theme going forward. The Committee is pleased to see HE being given space. The marketing strategy will be driven by the overall strategy.</p>	MW TB
OPERATIONAL UPDATES		
4	<p>Balanced Score Card</p> <p>The Group Deputy Principal introduced the Balanced Scorecard as a tool to monitor performance in line with other committees. A wider set of metrics will continue to be reviewed by the committee, through PowerBi, to ensure the OfS B3 indicators are a key area of focus.</p> <p>The Committee debated the targets and compared campus data and culture. The Committee reflected on the support needed by HE learners who have not been in education; what could be learned from FE and the progress made in using BRAG with support from Plymouth.</p> <p>The Chair was heartened to see development of metrics relating to the OfS indicators.</p>	
5	<p>HE Self Assessment Report (SAR)</p> <p>The Group Deputy reported that the OfS had advocated for a SAR. HE was separated out at the Review and Improvement Day (RAID) and paperwork designed appropriately. Unfortunately, insufficient progress has been made since RAID in writing the SAR but it will be presented at the next meeting. The SAR will feed into a Quality Improvement Plan. The Chair welcomed the creation of a SAR.</p>	

6	<p>NSS & SPQ Surveys & Programme Committee Meetings</p> <p>The Committee considered the outcomes from the National Student Survey (NSS) and School Perceptions Questionnaire (SPQ). The Committee noted that whilst a 66.1% participation rate in NSS compares well with other institutions, work is taking place to improve response rates. The College has put in place actions to address the main areas where the College is below OfS benchmarks for student satisfaction.</p> <p>The first round of Programme Committee meetings (PCMs) have taken place with student representation. Feedback to students following the meetings still needs to take place. The two week window for the next PCMs is 17 – 28 March 2025.</p> <p>The Group Deputy Principal informed the Committee that the outcomes from the surveys and meetings will be incorporated into the SAR and the Access and Participation Plan (APP). A working group has been established to develop a new APP.</p>	
7	<p>Research & Scholarly Activity</p> <ul style="list-style-type: none"> ▪ HE Conference ▪ Teaching & Learning Committee update including UK Quality Code for HE <p>The Committee noted the success of the 2024 HE Conference which provides a mechanism for funding reports and noted the diversity of research taking place across the Group. The 2025 HE Conference will take place at Duchy College Stoke Climsland on Wednesday 2 July.</p> <p>The Teaching and Learning Committee is considering how to take forward teacher development. Plymouth University would like to see more Advance HE Fellows and workshops are needed to help Colleagues who have an interest in working towards fellowship. Cost could be a barrier.</p> <p>The Committee noted that the UK Quality Code for Higher Education has been updated.</p>	
8	<p>HEAB Summary of Key Points</p> <p>The Committee received a summary of key points from the HE Academic Board meeting in October 2024.</p>	
COMPLIANCE, POLICY and GOVERNANCE		
9	<p>Office for Students</p> <ul style="list-style-type: none"> ▪ FDAP and DDAP approval update <p>The College anticipates receiving an update on progress with FDAP/DAP approval in early December.</p> <ul style="list-style-type: none"> ▪ New ongoing condition of registration (E6) in relation to harassment and sexual misconduct. <p>The Committee noted the new E6 condition of registration and the work that is taking place to ensure that it is embedded and supported by training.</p>	
10	<p>Update on Student Protection Plan</p> <p>The Group Deputy Principal reported that the Student Protection Plan is under review. It is a condition of registration and would be implemented if any provision is closed.</p>	
11	<p>Report back from Periodic Reviews</p> <ul style="list-style-type: none"> ▪ Marjon <p>The periodic review of Golf by the University of Plymouth Marjon took place at the end of September 2024 but no report has been received to date.</p>	

	<ul style="list-style-type: none"> ▪ Plymouth <p>The Committee received the report of the Periodic Review from the University of Plymouth.</p>	
12	<p>Beyond the Boardroom (BTB)</p> <p>Update on plans for BTB</p> <p>Programme Committee meeting dates and the HE Conference date will be shared with Committee members along with relevant campus visits as they are scheduled.</p>	
13	<p>Items to share with Board/other Committees</p> <ul style="list-style-type: none"> ▪ Terms of Reference for approval 	
14	<p>Dates of next meeting</p> <p>3 March 2025</p> <p>2 June 2025</p>	
	<p>Any Other Business</p> <p>The Committee noted that plans to implement the Lifelong Learning Entitlement (LLE) will move forward.</p>	