

## TRAFFORD &amp; STOCKPORT COLLEGE GROUP

**Minutes of the Meeting of the Higher Education Curriculum & Quality Committee  
held on Wednesday 5 June 2024, at 5.30pm via Microsoft Teams**

<b>Present:</b>	Emily McIntosh	(Chairperson)
	Sarah Drake	
	Fatema Desai	(Co-opted Member)
	Graham Luccock	
	Nurun Nahar	(Co-opted Member)
 <b>In Attendance</b>	Rebecca Clare	(Corporation Secretary)
	Alison Duncalf	(Deputy Corporation Secretary)
	Carmen Gonzalez-Eslava	(Deputy Principal)
	Jed Hassid	(Chairperson of the Audit Committee)
	Danielle Judge	(Assistant Principal Apprenticeships, HE and Higher Skills)
	Andrea Ormisher	(Head of Higher Education, Quality and Standards)
	Henry Taylor-Toone	(Chief Finance Officer)

**Minute No.****HEC&Q/13/24 Apologies for Absence and Welcome**

The Corporation Secretary (CS) reported that apologies for absence had been received from Claire Stocks (Co-opted Member), James Scott (Principal and CEO) and Olivia Bussey (Member).

**It was noted that Marie Temperton (HE Student Representative) had completed her studies at the Group, and it was confirmed that a new HE Student Representative would be sought in the new academic year.**

**Action: Corporation Secretary**

A warm welcome was extended to Nurun Nahar who was attending her first meeting of the Committee in the capacity of a Co-opted Member.

A welcome was further extended to Jed Hassid (Chairperson of the Audit Committee) and the Chief Finance Officer (CFO) who were attending the early part of the meeting in relation to agenda item 5 and the Internal Audit Report HE Student Data.

**HEC&Q/14/24 Declarations of Direct or Indirect Interest in any of the meetings business items**

There were no declarations of either direct or indirect interest in any of the meeting's business items

**HEC&Q/15/24 Minutes of the Higher Education Curriculum & Quality Committee Meeting held on 5 March 2024**

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings.

**Minute No.****HEC&Q/16/24 Matters Arising from the Minutes**

Members were referred to the previously circulated Action Proforma and information on progress against actions from previous meetings of the Committee.

The following additional updates were provided:

**(i) HEC&Q/4/24 Future Meetings of the Committee**

There was confirmation that the future meetings were being addressed in the 2024-2025 calendar of meetings in line with the governance review. It was noted that the calendar would seek to provide a range of days and times of meetings as well as an in-person meeting. The Chairperson indicated that it was likely an in-person meeting would be held in the spring term.

**There were no further matters raised by members arising from the minutes that were not covered elsewhere on the agenda and it was resolved that they be noted.**

**HEC&Q/17/24 Internal Audit Report – Higher Education – Student Data**

The Chairperson of the Audit Committee introduced the item and confirmed that the Internal Audit Report HE Student Data had already been presented to and considered in detail at meetings of both the Audit Committee and Board of the Corporation with part of the response being the attendance of himself and the Chief Finance Officer (CFO) at this meeting today.

The CFO referred members to the previously circulated reports as follows:

- ILR Higher Education Student Data Report
- an Office for Students (OfS) Reportable Events form as completed and submitted by the Group
- a copy of a letter from the OfS dated 24 May 2024 in relation to the accuracy of data returns to the ESFA relating to HE students.

The CFO provided details in relation to the background of the audit and the subsequent outcome. It was noted that originally an audit had taken place in 2020, during which significant issues had been identified with a subsequent recent audit indicating that there had been no progress over the last three years in relation to data.

The CFO reported that a meeting had taken place with the OfS on 24 May 2024 at which the OfS sought to understand the position of the Group but had no remit to advise in terms of remedial actions and/or any likely sanctions.

Members noted that post the latest audit the Group was progressing remedial actions accordingly. There was confirmation that the data issues largely related to Level 4 Apprenticeships and above.

The CFO reported that post the reportable event to the OfS a full review of the 2023-2024 data had been requested and currently additional data requests had been made.

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In terms of remedial actions there was confirmation that a further internal audit had been commissioned to take place in August 2024, in respect of the 2023-2024 data which would subsequently be submitted to the OfS in September 2024. Members noted that a specialist MIS consultant was also now working for the Group over three days each week with a remit of reviewing processes to prevent any future recurrence of the issues.

There was recognition that the data issues had been ongoing and that there was a need for positive action.

The Chairperson of the Committee made reference to the discussions that took place at the meeting of the Board of the Corporation held on 15 May 2024 and reiterated the need to attain assurance that the update provided offers a robust response in terms of the work taking place.

**Clarity was sought with respect to timescales and it was confirmed that it had been requested further updates be presented in the autumn term to the Board of the Corporation as well as the Audit and HE Curriculum and Quality committees. The CFO additionally undertook to provide interim updates to the Chairperson of the Board of the Corporation and the two Committee Chairpersons.**

**Action: Chief Finance Officer**

**The Chairperson of the Audit Committee further suggested that following the completion of the internal audit in August 2024 an informal meeting take place to update the Chairpersons accordingly. The CFO indicated that the OfS would receive the internal audit report within five days of its completion.**

**Action: Chief Finance Officer; Chairpersons of the Board of the Corporation and Audit/HE Curriculum and Quality Chairpersons**

Questions and comments were invited from members.

- A member asked if there was now a clear understanding of the issues and if there was confidence in respect of their non-recurrence.

The CFO responded and provided assurance accordingly adding that the issues were previously termed as low risk.

- Clarity was further sought by a member in relation to the process and infrastructure.

The CFO indicated that for a HE student the current form “fits” but for an apprentice the form did not necessarily cover all the requirements. The CFO added that the Group was in the process of identifying the gaps and changing the forms to accommodate these requirements.

- The question was asked by a member as any likely claw back of funds.

The CFO indicated that the last time this happened the Group received additional funding as opposed to being subject to clawback.

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The CFO reiterated that the issue was around getting the data right.

The DP added that a focus was upon determining what had gone wrong and what could be learnt. The DP further indicated that the issues related to a small number of enrolments and in terms of context it was stated that the initial data issues went back a number of years to the time of the initial merger with Stockport. It was further stated that was a niche area but that the MIS team was now at full complement and better placed to address them.

**There were no further questions or issues raised by members and following due consideration it was resolved that the Internal Audit Report in respect of HE Student Data and accompanying documentation be received and noted and the actions of the Group therein be endorsed.**

**HEC&Q/18/24 Higher Skills Strategy 2021-2024 – Action Plan and Progress Update**

The Assistant Principal Apprenticeships, HE and Higher Skills (APAHEHS) referred members to the previously circulated report and an update on the Higher Skills Strategy action plan for 2023-2024.

There was confirmation that following the development and approval of the Group's Higher Skills Strategy, an action plan had been produced for 2023-2024 which continued the objectives and actions that were underway during the previous academic year.

It was noted that many of the actions continued to be in progress and valid in terms of meeting the overall strategic objectives.

An update of progress against the five objectives from the Strategy since the last meeting of the Committee was presented within which the following was highlighted:

SA1 – Adapt and grow the Higher Skills offer in line with national/regional policy developments

- the continuation of collaborative work across GM as a result of the Local Skills Improvement Fund (LSIF) with termly meetings for each strand and the sharing of best practice and curriculum developments
- the commencement of stage 2 of LSIF plus further developments and HE delivery at Stockport including a second CAVE, use of Metaverse technology and additional capital spend in Health to support the new Higher Nationals (HN) from September 2025.
- a curriculum offer presentation scheduled to take place on 21 June 2024 to support awareness across the Group of Higher Technical Qualifications (HTQ) and HN offer to all enabling Teams and to ensure correct and appropriate use of Careers Education, Information, Advice and Guidance (CEIAG) was given.

SA2 – Maximise recruitment opportunities through improved penetration into key markets

- the successful validation of a number of programmes via Sheffield Hallam University (SHU) and the University of Huddersfield (UoH) for delivery in September 2024 and September 2025, which included the Cert Ed and PGCE routes from September 2024

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- different markets had been explored to ensure progression routes as well as an offer in line with local needs.

SA3 – Provide a curriculum that is employment-focused through effective partnership working

- Employer Advisory Boards (EABs) have been established in all key subject areas as part of the Group’s Employer Responsiveness Strategy
- recognition that further work needed to take place, to provide industry upskilling opportunities as well as further opportunities for learners to develop their wider skills with subject enhancement opportunities.

SA4 – Develop innovative and flexible models of delivery to better meet the needs of students and employers

- a staff conference was scheduled to take place in July 2024 at which this aspect would continue to be progressed with staff as well as the areas for improvement as identified as part of the CDAR with a view to attaining greater consistency in terms of the quality of delivery across all areas
- further to the outcome of the CDAR, work was to take place in relation to progress administration and paperwork
- the plans in place for a full review of delivery of each HE lecturer was to be completed during the 2024-2025 academic year.

SA5 – Support the development of regional and local collaborative arrangements to enable increased recruitment and progression

- there had been positive progress following work with a widening participation provider which had included exploring a flexible offer to hard-to-reach students and for which there had been strong recruitment for September 2024
- the positive work that had taken place with OLC notwithstanding the cessation of the relationship at the end of the academic year
- the plans in place to hold an Open Event on 20 June 2024, further supported by a targeted marketing campaign.

Questions and comments were invited from members.

The Chairperson commented on the excellent progress to date and made reference to the debate taking place around the apprenticeship routes during the run up to the election. There was agreement that the Committee would need to maintain oversight to see how this translated in terms of HE provision.

Discussion took place around the CAVE and the opportunities this presented in terms of student engagement notwithstanding that some access issues had been encountered from a technical perspective.

The APAHEHS added that wave three of the LSIF applications was approaching with plans having been submitted the previous September. There was confirmation that there was commitment already in place around the LSIF monies and how they would be spent.

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In relation to access it was confirmed that there had been some issues around support and/or technician availability. It was added that there was confidence that there would be early resolution of these issues.

- A member asked if there was money there to support technology access as part of the LSIF.

There was confirmation that there had been very little available with only £9k having been received for digital. The DP expanded upon the ways in which support was offered which this year had included the introduction of a discount on fees for returning students. It was further suggested that for future years consideration could be given to the purchase of IT equipment. Assurance was provided around the support for the most vulnerable HE students however it was noted that the HE bursary was quite specific around what it could be used for.

- A member commented on the positive position in relation to both the new courses and the CAVE. It was suggested that the launch had been well received and it was asked whether the Group would be secure in this area when OfS visited.

The APAHEHS reported that a new Programme Lead had recently been appointed for computing and there was confidence that they would drive this area forward. It was added that this was one of the first HTQs and that admissions and staffing for the next year were looking positive.

- The member further suggested that recent OfS reports provided an indication of emerging themes and that it may be useful to review them.

The HHEQS confirmed that she had recently shared one of the reports with staff.

The Chairperson stated that it was important to embrace what the Group did well and suggested that recruitment to courses was going against the trend in the wider sector. The validation of the Huddersfield and Sheffield Hallam universities was further highlighted as positive, particularly in terms of providing HE education close to home.

The Chairperson further commented on digital poverty suggesting that this went beyond access to equipment and could be a real issue for returners to HE.

**There were no further questions or issues raised by members and following due consideration it was resolved that the progress against the action plan be received and noted.**

**HEC&Q/19/24 HE Quality and Standards Report (including Quality Improvement Plan, Progress Update 2023-2024 and Feedback from the HE CDAR)**

The Head of HE Quality and Standards (HHEQS) referred members to the previously circulated report and a progress update in relation to the HE Quality and Standards Report. Attention was also drawn to the accompanying supporting documentation in relation to the Quality Improvement Plan (QIP) 2023-2024; the HE Curriculum Development Area Review (CDAR) Report 2024; and the HE Digital Learning Survey and Teams Courses Audit 2024.

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Reference was made to the 9 actions identified in the HE CDAR and there was confirmation that they would be addressed and resolved by September 2024. It was further stated that the actions rated as amber or red in the QIP would be actioned before the end of the academic year and /or prioritised for 2024-2025.

In relation to the QIP and the Areas for Improvement (Afls) members were referred to the RAG rating, the improving picture and increased levels of green RAG ratings. The 8 Afls were confirmed to be

- Afl 1 – Student recruitment
- Afl 2 – Outcomes for students
- Afl 3 – Effective capture, monitoring and analysis of student data
- Afl 4 – Moderation process
- Afl 5 – Teaching and assessment design, planning and feedback mechanisms
- Afl 6 – Academic leadership and rigour within HE curriculum processes
- Afl 7 – Establish bespoke CPD framework and community of practice for HE tutors
- Afl 8 – Establish a clear student engagement strategy and support model.

Questions and comments were invited from members.

Members commented on the RAG rating and the progress being made.

- A member made reference to Afl 1 (Student Recruitment) and the RAG rating of amber for the improvement of engagement with employers via the Employer Advisory Boards (EABs) to improve links with industry.

The HHEQS responded that this was an area where more could have been done and suggested that progress would not be at the required level. Assurance was provided that action would continue into the following academic year and would be progressed with curriculum areas including encouragement of the use of employer contacts. It was recognised that a more strategic and systematic approach was required and that this should also include the harnessing of the employers of part-time students.

The APAHEAS added that the EABs in general had as their focus the whole curriculum but added that a positive event had been held a few months earlier at which T levels had been the main focus. It was added that there was recognition of the need to work with employers from a HE perspective. Members endorsed this aspiration as positive.

The view was expressed that HE specific EABS would allow input to assessment strategies and for greater input from employers as to what they wanted from graduates. Support was expressed for the need to explore this aspect at a more practical level.

- With respect to Afl 5 (teaching and assessment planning, design and feedback) and the commitment to improve pedagogy practices and evaluation of the learning experience for both traditional and non-traditional learners, a member asked for further information.

The HHEQS confirmed that the intention was to be HE specific and it was added that this aspect was to be explored further at the 2 July 2024 HE Development Day. It was

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confirmed that this was also an issue raised from the CDAR. Members noted that there was increasing demand from students with learning needs and that there was a requirement for an improvement to the mechanisms for engagement with these learners and the support provided. There was recognition that further work needed to take place in this area.

- A member made reference to the CDAR and the positive involvement of HE specialists. It was asked as to what the next steps would be.

The HHEQS highlighted the planned work in relation to handbooks and the use of Teams. It was noted that there had been criticism of a number of courses that they were not making effective use of Teams. There was confirmation that at the 2 July 2024 event there was to be a whole session directed to this with the aim being that in September there would be greater engagement from students via this medium.

Reference was made to the benefits from sharing good practice in and across the HE teams. The example of the development of modular handbooks was shared within which the programme handbooks for Early Years had been identified as being of a good standard and had been shared as good practice accordingly.

Reference was also made to the use of Mark Book for which progress had been slow. There was confirmation that expert leads would be in place for September 2024 and further that progress in this area would be flagged as part of the 2024-2025 QIP.

- A member sought clarity in relation to the HE CDAR and asked if it replicated those undertaken for FE and in which return visits were made after 4 months.

The DP confirmed that an equivalent process would be followed and, further, that progress against the CDAR actions would be progressed. Clarity was provided that CDARs constituted a deep dive into an area undertaken with staff with relevant expertise and, further, that discussions took place with both staff and students.

- A member made reference to their involvement in HE Teaching Specialist Excellence Reviews highlighting the advice and guidance aspects, the sharing of good practice as well as the support to colleagues enabling them to keep their pedagogy approach relevant.

**The Chairperson suggested that evaluation could be a good focus for a future link visit in which the skills and knowledge of Co-opted Members could be utilised.**

**Action: Chairperson/Link Governors**

There was recognition of the omission of impact from the report.

- In terms of the HE Digital Learning and Teams Audit a member asked as to why there were fewer courses at Trafford compared to Stockport. The HHEQS confirmed the Engineering and Cyber provision at Trafford was relatively small when compared to Stockport.



**Minute No.**

**There were no further questions or issues raised by members and following due consideration it was resolved that the HE Quality and Standards Report including an update on the Quality Improvement Plan update 2023-2024 be received and noted.**

**HEC&Q/20/24 Higher Regulatory Update**

The APAHEHS referred members to the previously circulated report and information in relation to key regulatory updates, details around consultations, HE reforms and other essential information from the Higher Education sector.

A short presentation was made by the APAHEHS within which the following was highlighted:

Lifelong Learning Entitlement (LLE) Updates and Next Steps

- confirmation that from January 2026 the LLE loan would be available for full courses at levels 4 to 6 and modules of high-value courses at levels 4 and 5
- that information continued to emerge as to how units would be delivered
- under the LLE, eligible learners would be able to access tuition fees loans, with new learners able to access up to the full entitlement of £37k and a maintenance loan to cover living costs
- tuition loans would be available up to the age of 60
- confirmation that the curriculum would continue to be reviewed as part of the planning process.

A member commented that it will be interesting to see how, moving forward, the LLE was marketed to the wider population. There was recognition that progression and implementation may be impacted upon dependant on the outcome of the forthcoming general election.

Office for Students Freedom of Speech Consultations

- the Freedom of Speech Act was passed in May 2024 and would impose new duties on providers in relation to Freedom of Speech and academic freedom, and on their constituent institutions
- consultation closed on 26 May 2024 in which the Group had engaged
- the new duties were expected to come into force on 1 August 2024
- there was a need to ensure that the Group's HE and FE policies were aligned accordingly.

Access and Participation Plans (APPs) Update

- there was confirmation that the APAHEHS had attended a webinar in relation to the APPs
- the OfS had published a new Equality of Opportunity Risk Register which brought together the key risks that students may experience as they access, participate in, and progress from HE
- there was a requirement for the APPs to be in place by the summer of 2025
- it was intended that the Group's preparatory work on the data and reports would commence in September 2024
- confirmation that examples of APPs had been shared.

**Minute No.**Update on Higher Technical Qualifications (HTQs)

- confirmation that cycle 4 had closed in June 2023 with the new cycle having opened on 11 March 2024 and closed on 12 April 2024
- that 172 HTQs would be available from September 2024 across 7 areas
- a summary of the rollout routes was shared.

A member, with reference to the delivery of HTQs in Construction asked as to whether there would be any impact on delivery given the recent staffing issues.

The APAHEHS responded that a new permanent member of staff had been recruited and, further, that the Head of Construction was due to commence a phased return to work.

OfS and DfE Capital Bid Progress Report

- that the Group had received commendation for the effective management of funds at a recent meeting with the OfS Capital Bid team
- confirmation that all spending was on track with monitoring and committed spend returns being made to both the OfS and DfE

Additional Updates

- that the current National Review of HE Suicides was due to report in the spring of 2025
- the outcome relating to a National Audit Office (NAO) report on franchised courses
- an OfS public body review focusing on efficacy, governance, accountability, efficiency, that was scheduled to conclude by the summer of 2024
- in relation to widening participation, from September 2024 UCAS was waiving the application fee for students in receipt of free school meals
- that the DfE had made a request to providers to have a published policy on attendance management from 2024-2025 with an emphasis upon students having an understanding of the commitment expected of them, and that the process a provider follows should reference attendance expectations and what would happen should they not be met
- successful validation with Sheffield Hallam University (SHU) of BSc Computing (Cyber and Software), FDS Assistant Practitioner Health and Social Care (HTQ) with all 3 programmes to be taught from 2025-2026 and with Huddersfield the Cert Ed and PGCE (post 14) delivered from September 2024
- the planned HE Open Event on 20 June 2024 from 4.30pm to 7pm
- information around funding cuts in HE which it was anticipated would have a limited impact in 2024-2025, with the salary for the outreach workers to continue to be covered however the longer-term position was unknown
- the provision of a copy of the Annual Statement for the Group for the year ended 31 December 2023 and the Provider Preparation Guide (May 2024) in relation to LLE
- a link to an Office of Adjudicators document noting there had been 3 complaints none of which met the threshold and therefore no further action was required. The report details the complaints made to OIA up to the end of December 2023. No complaints about Trafford & Stockport College Group that were closed in 2023 were resolved by settlement

Questions and comments were invited from members.

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Wider discussion took place in relation to attendance rates including the poor levels that currently prevailed at some universities, secondary and primary schools.

The DP commented that HE attendance at the Group was higher than FE with both being closely monitored.

The Chairperson shared anecdotal evidence from the university sector and the different ways in which attendance was measured. Reference was made to an outcomes piece of work that suggested it took in the region of 10 years for a student to change their deprivation index and further that for computer science an inverse position had been demonstrated in respect of achievement and attendance. Potential areas for further consideration were suggested which included looking at admission rates and engagement methods as well as culture and belonging.

A member commented that attendance was a nationwide issue and suggested that there were ways in which mature students, who often also worked and/or had caring responsibilities, could be supported and barriers to learning minimised i.e. working with rather than against and a move away from punitive action.

**There were no further questions or comments from members and following due consideration it was resolved that the Higher Regulatory Update be received and noted.**

**HEC&Q/21/24 Student Engagement Update**

The Head of HE Quality and Standards (HHEQS) referred members to the previously circulated report and information in relation to the Group's responses to student feedback and the impact of student engagement activity in 2023-2024.

It was reported that HE students had had opportunities to attend Programme Meetings (PCMs) in Semester 1 and to complete 3 surveys, as well as to attend weekly Open-Voice sessions. There was confirmation that the cycle of student voice would close with representation at the PCMs being held in June 2024.

Members noted that assessment and analysis were qualitative and that end of year quantitative data would support the Student Engagement Impact Statement 2023-2024 Q4. There was confirmation that systems would be adopted to ensure that student characteristics data were analysed as part of the student engagement strategy 2024-2025.

The HHEQS made reference to the enclosed "You Said, We Did" and Student Engagement Impact Statement Q3 reports which were also being progressed via the PCMs.

**A member suggested that information be included in future reports in relation to the numbers attending focus groups as a means of demonstrating the reach to the student body. It was also suggested that the inclusion of any data around engagement with hard to reach students would also be beneficial.**

**Action: Head of HE Quality and Standards**

**Minute No.**

**There were no further questions or issues raised by members and following due consideration it was resolved that the Student Engagement update be received and noted.**

**HEC&Q/22/24 Office for Students (OfS) and Risk Register Update**

The Assistant Principal Apprenticeships, HE and Higher Skills (APAHEHS) referred members to the previously circulated reports and an Office for Students (OfS) and risk register update.

The key operational risks were confirmed to be:

- financial risk against 2023-2024 income position
- delivery of successful student outcomes in line with B3 conditions
- compliance with CMA guidance around public information for HE

The following changes to risk scores since March 2024 were reported:

- B1 – a risk increase to 8 from 4, as a result of the CDAR feedback and some areas of highlighted inconsistency, with actions having been identified and which would be monitored through the QIP
- D – the risk decrease from 12 to 8 due, in part, to OLC income meaning that income for HE in 2023-2024 would be above budget. With respect to the 2024-2025 budget, it was anticipated that there was provision for sustained income but with less reliance upon a subcontractor to achieve target.

**It was further reported that a risk, consistent with the discussions earlier in the meeting, was to be added to the register aligned to the OfS audit and associated issues in respect of data and the ensuring of compliance post the additional internal audit taking place in August 2024 around 2023-2024 data.**

**Action: Assistant Principal Apprenticeships, HE and Higher Skills**

In terms of the next steps there was confirmation that the risk register for 2024-2025 would be reviewed taking into consideration any further risks that need to be added in respect of the OfS audit or other emerging risks.

**There were no further questions or issues raised by members and following due consideration it was resolved that the position in respect of Office for Students (OfS) and Risk Register Update be received and noted and that the Committee further review the risk register at the start of the 2024-2025 academic year to ensure all updates to the conditions of registration had been captured and fully documented.**

**Action: HE Curriculum and Quality Committee (Agenda item autumn term 2024)****HEC&Q/23/24 Link Governor Report**

The Chairperson provided an update in respect of the recent link governor meetings.

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It was reported that the most recent meetings had focused upon the revised management arrangements for the area following changes to personnel, as well as the priorities moving forward and the Participation Plan.

It was further noted that work has also taken place around the refocusing of the Committee meetings and agenda setting which had had a positive impact.

**There were no questions or issues raised by members and it was resolved that the update in respect of Link Governor visits be received and noted.**

**HEC&Q/24/24 HE Curriculum and Quality Committee Terms of Reference**

The CS referred members to the previously circulated proposed updated terms of reference for the Committee. There was confirmation that the review was being conducted as part of the business cycle and to ensure governance arrangements were appropriate and effective.

The following changes were highlighted:

- clarity and consistency in respect to terminology and approval of policies
- clarity with respect to aspects including meeting frequency, terms of office and appointments.

**There were no questions or issues raised by members and following due consideration it was resolved that the proposed HE Curriculum and Quality Terms of Reference be recommended to the Board of the Corporation for approval.**

**Action: Corporation Secretary/Board of the Corporation**

**HEC&Q/25/24 HE Policies and Procedures 2024-2026**

The HHEQS referred members to the previously circulated policies and procedures. These were presented to the Committee for consideration and approval/ recommendation to the Board of the Corporation, as appropriate.

The following procedures were duly considered by the Committee for approval:

- (i) HE Student Transfer Procedure
- (ii) HE Fitness to Study Procedure
- (iii) HE Accreditation of Prior Learning Procedure
- (iv) HE Student Terms and Conditions of Enrolment

The following were presented for consideration by the Committee with a view to their recommendation to the Board of the Corporation for approval:

- (v) HE Higher Nationals Qualifications Assessment Regulations
- (vi) HE Admissions Policy and Procedure
- (vii) HE Academic Appeals Policy and Procedure

The HHEQS referred members to the previously circulated covering report and highlighted the following:

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- that there had been minor changes to wording and grammar
- that further work was taking place in relation to the HE Mitigating Circumstances Policy which would be presented for consideration at a future meeting of the Committee
- confirmation that the Higher Skills Strategy was being deferred, pending the approval of the new Group Strategy 2024-2030
- that it was planned that the HE Academic Misconduct Procedure be incorporated within the Group's revised policy and guidance on the use of AI.

Questions and comments were invited from members.

- A member highlighted some formatting issues in relation to the Fitness to Study Policy.

There was confirmation that there was an awareness of these issues and work was taking place to reformat the document.

- **A member further highlighted the interchangeable use of lecturer and course leader within the procedures and cautioned of the need for robustness.**

**The HHEQS concurred with the comment made and undertook to revisit the procedures accordingly.**

**Action: Head of HE Quality and Standards**

- **A comment was made by a member in relation to the Accreditation of Prior Learning Procedure and the lack of timescale around college response times to student appeals.**

**The HHEQS undertook to revisit the procedure and incorporate a timescale of 10 days.**

**Action: Head of HE Quality and Standards**

**Discussion followed around extensions and mitigating circumstances in relation to processes and the HHEQS undertook to share the Mitigating Circumstances Policy with the Chairperson in advance of the next HE Curriculum and Quality Committee meeting for review and comment.**

**Action: Head of HE Quality and Standards**

Members supported the deferral of the HE Academic Misconduct Procedure pending a clearer position in respect of AI.

**There were no further questions or issues raised by members and following due consideration it was resolved that, subject to the amendments as outlined above:**

**(a) The following procedures be approved by the Committee subject to agreed changes:**

- **HE Student Transfer Procedure**

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- HE Fitness to Study Procedure
- HE Accreditation of Prior Learning Procedure
- HE Student Terms and Conditions of Enrolment

**(b)The following be recommended to the Board of the Corporation for approval:**

- HE Higher Nationals Qualifications Assessment Regulations
- HE Admissions Policy and Procedure
- HE Academic Appeals Policy and Procedure.

**Action: Head of Quality and Standards/Corporation Secretary/Board of the Corporation**

**HEC&Q/26/24 Any Other Business**

There were no further items of business.

**HEC&Q/27/24 Date of Next Meeting**

It was agreed that the date of the next meeting would be held at 5.30pm on a date to be agreed and as per the Business Meeting Schedule which was due to be considered by the Board of the Corporation at its meeting on 17 July 2024.

**Action: Corporation Secretary**

The meeting closed at 7.24pm.

The Chairperson of the Audit Committee and the Chief Finance Officer left the meeting at 5.56pm following consideration of agenda item 5.