|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONFIRMED MINUTES OF THE MEETING HELD ON 16 MAY 2024** | | | | | | | | |
| **Present (via Teams):** | |  | | | | | | |
| Professor Julietta Patnick (Chair)  Dr Claire Ketnor | | | Professor Keith Ridgeway  Seun Seidu, Students’ Union BTE College Officer | | | | | |
| **Apologies:** | | | |  | | | | |
| Angela Foulkes, Tim Smith | | | | | | | | |
| **In attendance:**  Professor Rory Duncan, Pro Vice-Chancellor, Research & Innovation  Leopold Green, Head of Academic Quality & Standards  Ben Machin, Governance Senior Advisor (Secretary)  Clair Marlow, University Secretary  Lizzie Morgan, Strategy and Policy Manager  Professor Liz Mossop, Vice-Chancellor  Professor Helen Scott, Pro Vice-Chancellor Learning, Teaching & Student Success  Professor David Shepherd, Deputy Vice-Chancellor (Academic)  Sharon Smith, Director of Business Engagement, Skills, and Employability  Ruth Thei, Head of Governance and Sector Regulation | | | | | | | | **Agenda items**  All  Item 5.3  All  All  Item 5.1  All  All  All  Item 5.3  All |
| **Minute Ref** | **Item of Business** | | | |  | **Paper ref** | | |
| AAC/2024-05-16/1 | **OPENING OF THE MEETING** | | | |  | Verbal | | |
| 1.1 | In opening the meeting, the Chair:   * Noted the apologies received. * Confirmed the Chair of the Board of Governors appointment as a committee member. | | | | | | | |
| AAC/2024-05-16/2 | **DECLARATION OF INTEREST** | | | |  | Verbal | | |
| 2.1 | No declarations were received. | | | | | | | |
| AAC/2024-05-16/3 | **MINUTES OF THE PREVIOUS MEETING** | | | | | | AAC/2023-11-09/M | |
| 3.1 | The minutes of the meeting held on 29 February 2024 were **approved** as a correct record. | | | | | | | |
| AAC/2024-05-16/4 | **MATTERS ARISING / ACTION TRACKER** | | | | | | Verbal and AAC/2024-05-16/4 | |
| 4.1 | Members congratulated all staff involved in achieving an outstanding [Ofsted inspection](https://files.ofsted.gov.uk/v1/file/50246788) of the Initial Teacher Education provision. | | | | | | | |
| 4.2 | The Committee **noted** updates on the action tracker. | | | | | | | |
| AAC/2024-05-16/5 | **ACCESS AND PARTICIPATION PLAN** | | | | | | AAC/2024-05-16/5.1  **Confidential** | |
| 5.1 | The Strategy and Policy Manager provided members with an overview of the regulatory context and on the University’s approach to developing a new Access and Participation Plan for submission to the Office for Students, including an approach to reduce the ethnicity degree awarding gap.  The Committee noted:   * The current plan will be applicable until the end of the 2024/25 academic year, with continuity of any outstanding commitments delivered through the new plan. * The new plan is being developed in accordance with regulatory advice and notices and responds to the Office for Students’s (OfS) six overarching priorities. * The progress and activities undertaken to date, including the process of consultation undertaken to cultivate expertise. * The identified target areas that will be supported by intervention plans with measurable targets and linked to strategic aims. * An overview of thematic external risks facing students, informed by practitioner expertise. * Activities will be assessed to demonstrate impact and contribute to the national evidence base, maintained by the OfS. * A final draft will be presented at the joint meeting of Academic Board and the Academic Assurance Committee in June 2024. * The OfS deadline for submission of the new plan is 31 July 2024.   A confidential minute was taken. | | | | | | | |
| 5.2 | In considering the approach, the Committee:   * Considered the centrality of the plan to the University’s mission and strategy. * Received an overview of the adopted methodologies to identify underrepresented groups. * Received assurance the University continues to focus on addressing the multifaceted challenges associated with the degree awarding gap by critically considering the latest sector developments and research. * Expressed confidence in the plan’s progress. | | | | | | | |
| AAC/2024-05-16/6 | **NATIONAL STUDENT SURVEY: PROGRESS UPDATE** | | | | | | Verbal | |
| 6.1 | The Pro-Vice-Chancellor for Learning, Teaching and Student Success gave members a verbal update on the item. It focused on sharing updates on progress against the three-year National Student Survey (NSS) Improvement Plan, and on the current survey.  The Committee noted:   * Student timetables were being developed for the 2024/25 academic year, which aim to be more compact and incorporates relocation into the new buildings on City Campus for relevant courses. * Engagement activity had been undertaken with representatives from courses with differing levels of reported student satisfaction to further understand local challenges and inform improvement planning. A report detailing the findings, including themes and recommendations, is being developed. * The final response rates shared with the University for the current survey reflects an increase in participation, with most courses in scope meeting reporting thresholds. * Outcomes from the current survey are expected to be published in July 2024. | | | | | | | |
| 6.2 | In considering the update, the Committee:   * Commented positively on the valuable work undertaken to enhance executive oversight which has identified areas of good practice and focus moving forward. * Discussed the timeframes associated with an improved trajectory of student satisfaction. | | | | | | | |
| AAC/2024-05-16/7 | **APPRENTICESHIPS: QUALITY IMPROVEMENT PLAN** | | | | | | AAC/2024-05-16/5.3 | |
| 7.1 | The Head of Academic Quality and Standards and Director for Skills and Partnerships gave an overview of the paper considered by Academic Board detailing how the areas for improvement identified in the Apprenticeship Self-Assessment Report will be addressed.  The Committee noted:   * The Quality Improvement Plan (QIP) builds on the Self-Assessment Report reviewed by the Committee at the previous meeting. * The latest iteration of the QIP extends the timeframe of improvement planning from one to two years. This covers a period for implementing and embedding curriculum structure changes specific to apprenticeship provision. * Efficiently onboarding new academic colleagues, in view of organisational restructures, is being prioritised to maintain Ofsted preparedness. * The Quality Improvement Plan had been approved by Academic Board. | | | | | | | |
| 7.2 | In discussion, the Committee sought to understand whether any transferrable lessons learned had been identified from the recent inspection of the Initial Teacher Education provision. In response, leaders and managers commented on the institution-wide delivery model for apprenticeships and that focusing on a well-calibrated community of practice is crucial to delivering successful outcomes. | | | | | | | |
| AAC/2024-05-16/8 | **STANDARD ASSESSMENT REGULATIONS 2024/25** | | | | | | AAC/2024-05-16/6.1 | |
| 8.1 | The Committee **received** the report. | | | | | | | |
| AAC/2024-05-16/9 | **ADMISSISONS POLICIES** | | | | | | AAC/2024-05-16/6.2 | |
| 9.1 | The Committee **received** the report. | | | | | | | |
| AAC/2024-05-16/10 | **ACADEMIC BOARD UNCONFIRMED MINUTES** | | | | | | AAC/2024-05-16/6.3 | |
| 10 | The Committee **received** the unconfirmed minutes from 24 April 2024. | | | | | | | |
| AAC/2024-05-16/11 | **ANNUAL BUSINESS CYCLE** | | | | | AAC/2024-05-16/7 | | |
| 11 | The forward schedule of business was **noted.** | | | | | | | |
| AAC/2024-05-16/12 | **OTHER URGENT BUSINESS** | | | | |  | | |
| 12 | No urgent business was raised. | | | | | | | |
| AAC/2024-05-16/13 | **DATE OF NEXT MEETING** | | | | |  | | |
| 13 | Wednesday 26 June 2024, 13:00 – 15:00 | | | | | | | |