	Minutes of: Curriculum and Quality (Combined) Committee
HCA Hereford College of Arts **Governing Board & Committees**	**Date:** 5pm on 17th June 2025 **Location:** A5, College Road Campus

Present	In attendance
▪ Mervyn Jones (*Chair*) ▪ Abigail Appleton (*Principal & CE*) ▪ Ian Axtell ▪ Kate Seekings ▪ Myfanwy Page (*Staff Governor*) ▪ Rosy Miller (*Student Governor*) ▪ Charlotte Semus (*Student Governor*) ▪ Russell Roberts (*Online*) ▪ Ellie Bunston (*Student Governor*) ▪ Helen Hurford (*Student Governor*) Collectively referred to as the "*Committee*" and individually as a "*Committee Member*"	▪ Justin Gregory (*Vice Principal of Higher Education, "Vice Principal (HE)"*) ▪ Xaviere Hughes (*Vice Principal of Further Education, "Vice Principal (FE)"*) ▪ Abigail Boyce (*Clerk to the Corporation, "Clerk"*) ▪ David Hawkins (*Vice Principal of Business Development and Student Experience, "Vice Principal (BDSE)"*)
Quoracy: Meeting was quorate in accordance with paragraph 1 below.	**Absent:** Jennette Arnold

1. **Quorum**

   The meeting was duly convened as a quorum of three members was present, satisfying the quorum requirement set out in Section 5, Clause 2.2 of the Standing Orders (*Academic Quality and Standards Terms of Reference*).

2. **Apologies and Declarations**
   a. **Apologies for absence**: Apologies for absence were received from Jennette Arnold.
   b. **Declarations of interest**: there were no new declarations of interest.

3. **Minutes of last meeting**
   a. **Approval of minutes of meeting held on 25th March 2025**: the minutes were approved as a true and accurate record.
   b. **Matters Arising**: all actions were noted as complete or as in progress.

4. **Student Union: report and student experience planning**

   The President of the Student Union presented an overview to the committee, outlining successes, areas for improvement, and noting that it had been a strong year overall for the Union. They highlighted events and initiatives aimed at improving communication and fostering a sense of community among current and prospective students. Challenges included competition from low-cost chain venues and student reluctance to pay for ticketed events. It was noted that whilst some events lost money this was not as significant as in some previous years. The Chair thanked the President for their presentation and suggested this become an annual item, noting that the update had been both valuable and well received.

5. **Student Charter: annual review, in advance of Board**

The Vice Principal (HE) provided a brief overview of the Student Charter. A Governor raised the suggestion of explicitly referencing high-quality teaching and learning. The committee discussed the wording, particularly the inclusion of the asterisked phrase "fully engage within an individual student's own abilities." The Vice Principal (HE) explained that this clause was included to avoid potential discrimination. The committee recommended integrating this wording directly into the statement rather than using an asterisk and proposed removing the phrase "in person/online" for clarity. It was recognised that, as a contract applicable to the entire student body, the Charter must be inclusive. The committee expressed its support for the Charter, subject to the suggested amendments.

ACTION: The Vice Principal (HE) to update the Charter as agreed.

6. Accountability Agreement

The Vice Principal (BDSE) provided an overview of the Accountability Agreement, outlining how the College meets the relevant requirements and detailing the sources of the supporting data. He confirmed the submission deadline of 30 June 2025. The Chair relayed feedback from the Curriculum and Quality FE Committee, recommending the inclusion of the increase in students with Education, Health and Care Plans (EHCPs) and data highlighting the proportion of students who are the first in their family to attend university. The Chair confirmed the committee's approval for submission and noted that the Vice Principal retains discretion regarding the incorporation of these suggested amendments.

7. Compliance update with OfS Condition of Registration E6: Harassment and Sexual Misconduct

The Vice Principal (BDSE) provided an overview of the new condition of registration, outlining the relevant guidelines and confirming that a dedicated webpage is being developed to meet the 1 August deadline. He reassured the committee that all required information is available and is currently being consolidated. It was noted that institutions must evidence the training and development of both students and staff. The Chair raised a query regarding potential overlap where students in paid roles at the College might be regarded as staff. The Vice Principal (BDSE) confirmed that the Office for Students has issued detailed guidance to address such scenarios. The committee suggested including a clear definition of 'staff' to prevent any ambiguity. The Student Governor, who regularly undertakes work for the College, commented that being designated as an "ambassador" helped provide clarity around her role.

8. Policies and Strategies
a. Artificial Intelligence in Academic Submissions Policy
The Vice Principal (HE) presented the AI policy, noting it has been in place for 18 months. He shared observations from University of Wales Trinity Saint David's AI submission policy, highlighting their approach of including examples and allowing module leaders to define acceptable use. He noted that the policy aligns well with the College's misconduct procedures and considered it to be effective and well-structured. In response to a governor's query on student education and implementation of the policy, the Vice Principal (HE) explained that a training video had been developed and a revised version, aligned with the current policy, would be produced. Another governor asked whether the policy is referenced in the student handbook; the Vice Principal confirmed that a link will be included. The Student Governor commented that such guidance would be valuable, as younger students are generally more familiar with AI tools. The Vice Principal (HE) acknowledged that ethical considerations, such as sustainability and intellectual property,

are not currently addressed in the policy itself but will be included in the training materials. The committee approved the policy.

    b. Prevent Update

The Vice Principal (FE) provided an update on Prevent, noting that only a few minor changes had been made. She also informed the committee that the Safeguarding and Prevent Manager is currently undergoing training. In response to a governor's query regarding concerns about potential community tensions affecting Muslim students, the Vice Principal (FE) reassured the committee that such issues are being carefully monitored as part of both the local and national Prevent agenda. She noted, however, that due to the sensitive nature of the information, it cannot be shared or published.

9. Annual Committee items

    a. Election of Committee Chair 2025/26

In accordance with the College's agreed process for the appointment of Committee Chairs, the Clerk had circulated a communication to all Committee members in advance of the meeting, inviting any thoughts or comments regarding the election of the Chair. The Committee discussed the election of the Chair for the forthcoming academic year and confirmed the nomination of Ian Axtell as Chair of the Curriculum and Quality Committee. This recommendation will be submitted to the Governing Body for formal approval in line with Standing Orders. The Committee thanked Mervyn Jones for their contribution in the role over the past year.

    b. Self-Assessment of Committee 2024/25

The Committee acknowledged this as a fair assessment of its current performance, with particular remarks concerning the induction of new governors. A newly appointed governor suggested enhancements to the induction process, which the Clerk noted and confirmed would be referred to the Search and Governance Committee.

10. Key Risks

No key risks were identified during the discussion at this time. The Committee will continue to assess and address any potential risks as they arise.

11. Close of Business and Date of Next Meeting

With no further business to discuss, the Chair adjourned the meeting at 18:12. The next meeting is scheduled for Monday 22nd September, at 4:00 PM.

Minutes approved: …………………………………………………… Date: …………………………………