

**MINUTES OF A MEETING OF THE HE PERFORMANCE AND QUALITY COMMITTEE HELD ON WEDNESDAY 9 MARCH 2022**

**Present**

Angela Briggs	Governor
Ruth Brook	Governor
Tom Burton	Governor
Luke Cantrill	HE Student Governor
Emma Kirk	Staff Governor
Mick Lochran	Governor
Andrea Ward	Governor

The quorum for the meeting was five Members (at least 3 external).

**In attendance**

Karen Robson	Assistant Principal, HE
Alan Girvin	Director of HE
Adam Hewitt	Director of Business and Community Integration and Employability
Debbie Jensen	Director of Academic Administration and Quality Assurance
Sharon Smith	Principal / Deputy CEO

The meeting was held on MS Teams and commenced at 4.30 pm.

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<b>1</b>	<b>Apologies</b>	
	Apologies were received from Jo Garrison and Scarlett Littlemore.	
<b>2</b>	<b>Declarations of Interest</b>	
	Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.	
	There were no declarations of interest.	
	S Smith welcomed K Robson to the HEPQ meeting.	
	M Lochran informed members a light touch approach of support has been delivered to all foreign students and staff affected by the current political crisis in the Ukraine. E Turner is leading on support packages across each site for the Ukraine.	
<b>3</b>	<b>Minutes of a meeting of the HE Performance &amp; Quality Committee held on 24 November 2021 and any matters arising</b>	
	The minutes were approved as a true and accurate record and signed by the Chair.	
	24/11/21 Item 6 - Members were informed HE IAG is an on-going process.	
<b>4</b>	<b>HE QIP Update Report</b>	
	A Girvin presented the HE QIP update to members. The HE QIP format focuses on some of the student outcomes data presented at the last committee meeting in the HE SED. Feedback was taken on board for the final version to create a more analytical QIP including protected characteristics.	

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The QIP attempts to monitor and improve some of those key outcomes issues that were identified during this year.

Student attendance currently slightly below the target, members were informed this is not a cause for concern. Progress panels and ongoing reviews indicate a very high level of student engagement and members were assured there is continuous monitoring of students presenting a potential high risk in terms of their engagement. Retention is currently 96.4%.

Completion achievement rates across the portfolio are being reviewed not just looking at the marks quantitatively but engaging in conversations with programme teams to ensure that interventions are in place where students have not submitted for mitigating circumstances. Appropriate interventions are in place and signposting to further academic support teams.

Members were informed the progress panels function like exam boards. The marks are collated on spreadsheets, the panels are chaired by heads of schools and the quality teams ensure appropriate quality assurance, oversight and programme leaders and programme teams attend. A systematic review of every student and every module is completed.

Members were informed that enhanced monitoring for several programmes is being undertaken. There were various levels of cause for concern around the student satisfaction in the NSS last year and student outcome, to these as an example are being monitored. A Girvin explained the team want to get a good sense of the student experience currently, following the return to campus teaching post pandemic. The monitoring leads to kinds of actions such as a balance of blended learning on some programmes. On some programmes ensuring students feel adequately supported and staff are also engaging in observations with walk throughs up to the Easter period.

The progress panels include some qualitative evaluation of that looking at the module evaluation questionnaire results that have come through and the team area already beginning to think about future modifications that need to be made to modules on that basis.

A Girvin informed members an issue that had been flagged up at the last meeting was the reliability and robustness of the data from the management information systems. Members were assured that work had been carried out on the HE dashboard and some of the issues resolved swiftly. J Wilkinson is working with A Girvin and the team to further enhance the data.

The work continues into the revised learning, teaching and assessment strategy post pandemic and engagement with other colleagues and providers in the sector continues with several projects externally. The work looks at how students want to learn differently. Where students want to learn the same as they did pre pandemic and that is fed into the new teaching and learning assessment strategy moving forward.

K Robson assured members the dashboard is progressing and the need to ensure the data return is the same on the HE dashboard. An understanding that the team need to look at what those priorities are and what we need from that data in relation to OfS measures against the group's data.

The data has been reviewed at subject and student level and this has helped identify patterns whether its mitigation or achievement. This will now be reviewed against students across all programmes to indicate those targets set for the year for retention and completion are accurate. Members were informed how the information from the

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	<p>progress panels will help test and manage good practice to manage the expectation for students to achieve.</p> <p>K Robson further informed members that the teams were reviewing the planning stages as a leadership team looking at a full refresh across the organisation, starting with a HE conference, in July for all HE staff to review and set out those expectations, moving into a new year in September.</p> <p>A Hewitt presented the section of the QIP about developing relationships with employers and positive developments happening in that space now at UCNL, planning some events at the start of May to re-engage with employers both at UCNL and Doncaster.</p> <p>A Hewitt informed members the team were reviewing both the approach to the accessing participation plan and guidance around access and participation plans, and currently in the process of reviewing the accessing participation work done over the past couple of years so that the groups reporting to the OfS can be updated. This is to aid how the team works with and engages students in decision making.</p> <p>R Brook thanked the team for the assurance provided from the QIP and the journey of positive travel since the last updates which provides the committee with assurance.</p>	
<b>5</b>	<b>HESP Update</b>	
	<p>S Smith updated members on the HE Strategic Plan. It was agreed at the last meeting to carry some of the priorities for the last academic year forward into this year. Members were advised the report has been updated in the progress column to indicate whether there has been significant progress or it is too early to determine.</p> <p>S Smith recommended the new refreshed HE strategy be presented at the next meeting. Members were reminded that the current strategic objectives had been refreshed for one year to enable the new CEO to influence the longer-term strategy. The strategy will have an underpinning curriculum strategy which will include the longer-term view for HE; K Robson will present this to the next meeting. This will enable proper validation of new programmes that can take up to 18 months.</p> <p>Members were informed that as things change in terms of government response to Augar and as the HTQ consultation and bidding process develops. The group has had approval to be the lead college and lead partner in the South Yorkshire IoT which will commence in September 2023.</p> <p>Discussions underway with the HE Chair and Vice Chair to update members moving forward. The team are currently busy agreeing the curriculum and looking at the capital bid. A decision currently under review is with regards to the engineering provision and whether this remains part of the original IoT bid at NCATI or whether it remains in the Hub. Members were assured that stakeholder engagement is strong and supported in these decisions. The team are currently trying to get out VIP invites to members which will include events at UCNL and the IoT. It is hoped jewellery may include some form of IoT vision and showcasing of architects plans.</p> <p>The nursing degree partnership with Sheffield University is developing well. Discussions take place around the expansion of numbers and cohorts for next year. Also some discussions around mental health nursing as Hull will not approve the group to be a satellite centre for their nursing degrees. Discussions have therefore commenced with Sheffield University for September 2023.</p> <p>Members were informed to get through the nursing and midwifery council, in terms of approval to be a satellite centre require some elements of securing placements and</p>	<b>SS</b>

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	<p>placements for expanded numbers. Those discussions have been further explored with Doncaster and Bassetlaw Trust.</p>	
	<p>Members were advised the team has started to review and plan the curriculum strategy to be presented at the next meeting in line with policy changes and government response around the recent Augur review and the development delivery of HTQ's. Members were informed the group is currently looking to potentially work go out to tender to be the lead partner in this activity across South Yorkshire working with Sheffield University.</p>	<p><b>KR</b></p>
	<p>Members were informed there will be a ministerial visit to UCNL on Friday 4 March 2022. A Briggs was asked to join the visit but gave her apologies due to prior commitments. M Lochran Informed members it would be a swift visit but an opportunity to showcase the collaboration with partners and stakeholders around the North Lincolnshire region and the positive impact of people now wanting to use the group's facilities since the ease of COVID restrictions.</p>	
	<p>A Hewitt assured members there was growing interest in UCNL now and there is a plan to develop a similar area in the Hub at Doncaster. Members were advised that external away days with the NHS and council around public health has led to further interest from the NHS in terms of using the space on campus.</p>	
	<p>A Hewitt further informed members 09 June is part of the Humber Business week, and this will focus on the food and drinks industry with the hope to bring approximately 100 delegates from that industry across the region onto the campus. Also developing a Scunthorpe business network which will be based out of UCNL. A strategic framework needs to be developed but currently the team are trying to capture the level of enthusiasm.</p>	
	<p>M Lochan added it is wonderful to hear and see how the vision for the UCNL as a central hub in the North Lincolnshire is starting to grow and recognised the needs to replicate this in Doncaster.</p>	
	<p>M Lochran acknowledged there has been no official opening of UCNL and the IoT and the need to showcase centre during the Ministerial visit. Discussions have been held in relation the new South Yorkshire IoT and the sharing of facilities with NCATI but the issues around use of facilities and the reduction in funding. M Lochran informed members a decision needs to be made and consideration of moving the IoT to the Hub. Work continues with L Kirk and the estates team to review the engineering facilities at the Hub and other improvements at UCD.</p>	
<b>6</b>	<b>Marketing and Recruitment Report</b>	
	<p>A Hewitt provided an update to members to take the group's recruitment and marketing work forward, a new Recruitment and Marketing Strategy is in development. This aims to provide more clarity about the messages, audiences and methods of engagement that guide recruitment activity.</p>	
	<p>Work is currently taking place to develop this into a comprehensive activity plan for the next six months. The Strategy includes four key infrastructure projects that will underpin the enhancement of our approach, whilst also drawing on what is already working well. It highlights the potential to increase internal recruitment and maximise the potential of being a college based HE provider.</p>	
	<p>It acknowledges the need for brand-building work to raise the profile of both campuses, alongside targeted efforts for those courses that will most benefit from bespoke activity. The recruitment cycle at DNCG is still relative early in its phasing compared to other HEI</p>	

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providers, but the work done to date lays the foundations for a significant increase in activity over the months ahead, benefitting from the lifting of lockdown restrictions. Members were assured the group is now in a positive position to drive recruitment through a clear plan and with the wider support of colleagues across DNCG. Members were advised the strategy is in development.

Members were given assurance that recruitment is strong and to how to improve the recruitment and marketing activity and track its progress. Members were informed there will be a medium term infrastructure project that will lay the foundations to make the group's recruitment and marketing more robust with four areas identified. Developing the brand and the website is an area identified and there is no application enquiry process and data is not used to develop our recruitment approach. The marketing of all activities is at varying stages of development.

Members were assured work continues to progress students internally also progressing students externally with employers and ensuring good practice and knowing the group's audience. The group recognised the different audiences and matching tactics requirements at different stages through the recruitment cycle. A week-by-week plan of activity is underway. Within the audience segmentation, much thought has also been given to schools and how to reach specific audiences with distinctive tactics. Also engaging stakeholders and employers. A Hewitt informed members there would be a local careers fair in Doncaster and headteachers and careers advisors will be in attendance.

Members were informed there is a newly appointed dedicated recruitment officer in Doncaster that will focus on that activity. The infrastructure is starting to build, and it is notoriously difficult to get into schools. The team will seek to engage and break down the challenges and barriers of college perceptions. The officer will also promote the college in the HE spaces with the same confidence as the promotion of our FE provision.

R Brook thanked A Hewitt and praised the work and activity within the marketing strategy. The strategy is disaggregated into four priority areas which is clear and focused. R Brook also praised the marketing engagement activity across different groups to ensure it is diverse.

**7 OfS Report**

D Jensen informed members the current focus is based on the three student outcomes - continuation, completion and progression and the proposed numerical thresholds for full time and part time students, undergraduate and post graduate students.

The proposal is currently that 80% of students that start the programmes where there is need to continue into the second year and 75% of students need to complete the qualification overall and 60% need to progress into professional employment. D Jensen recognised and informed members the groups know it is not meeting the threshold which could lead to investigation. Potentially some sanctions, such as fines or restrictions on a student loan funding.

Currently through the progress panel the team are pulling all that data together from the progress panels to see whether there are any high-risk areas so that the team can then look at what can be put in place to support programmes that are potentially going to be below threshold and try and make a difference mid-year. Having the mid-year figures will help the direction of travel for the next academic year.

There are several other consultations in progress. The team are also looking at the student outcomes and experience indicators, and the condition on regulating outcomes.

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	<p>Courses must be up to date, challenging, well delivered and equip students with the skills needed after graduation. D Jensen and the team are working around the programme specifications for each programme looking at the CMA perspective. Whilst starting to pick up on the benchmark statements to make sure that those programmes are up to date and identify any programme areas that are going to need to do some sort of update.</p> <p>The academic support team are revising all resources that students are going to require and this is currently being forecast into the budget and planning activity. Members were informed they are monitoring the clamping down on grade inflation and making sure that rewarding qualifications and credit stand the test of time.</p> <p>Members were informed that under condition B5, one of the things that they have there was around the use of the term PGCE, and the need to review how that is used to ensure the post graduate professional understands clearly what they will achieve. Much work is being carried out on policy updates, making sure they are up to date and identifying the policies that require review. Work will commence on looking at the 12 themes from the QA to identify any gaps.</p> <p>A Briggs asked about the OfS proposed thresholds and percentages and would any case studies be produced to show a student's progression and retention when interventions are required. It would also provide assurance to members if there were examples.</p> <p>D Jensen informed members one of the things being looked at in the progress panels are the social science programme and the modules on there with podcasts of the students that have really struggled. The academic support teams are to attend some sessions to support students with skills for the podcast sessions. This demonstrates some different interventions being undertaken.</p> <p>S Smith advised members of L Cantrill's (Student Governor HE) contribution to the HE experience and how he talks and engages with other students. L Cantrill has supported students that have struggled, and S Smith suggested that these be presented as case studies.</p> <p>K Robson advised members that the group now has its test data and indicators to subject level and different benchmarks of higher and lower percentages. These indicators will be reviewed by the leadership team and create a table where the benchmarking has been met and why. Students over several years may have struggles because they are not able to learn remotely or access a podcast digitally. By creating case studies, this will start to inform what a submission will look like.</p> <p>R Brook thanked D Jensen for the presentation of the OfS report.</p>	
<b>8</b>	<b>Link Governor Update</b>	
	<p>A Ward informed members a meeting had taken place with K Robson and S Smith and explored the expectations of support through the process of a link governor in post also what the team did not require which was equally as important. Much of the discussion focussed on the strategy event and the eagerness to continue growing the relationship and recognition of how valuable the strategy event had been. A follow up meeting has been scheduled to continue to seek a deeper assurance in the HE link governor role. S Smith added the future meetings will be between A Ward and K Robson.</p>	
<b>9</b>	<b>Governor QIP and Emerging Risks</b>	

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