

MINUTES OF A MEETING OF THE HE PERFORMANCE AND QUALITY COMMITTEE HELD ON MONDAY 21ST NOVEMBER 2022

Present

Angela Briggs	Governor
Ruth Brook	Governor
Peter Grant	Governor
Emma Kirk	Staff Governor
John Rees	Governor

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

In attendance

Sharon Harmon	Clerk to the Corporation
Karen Robson	Assistant Principal, HE
Alan Girvin	Director of HE
Debbie Jensen	Director of Academic Administration and Quality Assurance
Karen Dainty	Director for Higher Education (Access, Enhancement and Employability)

The meeting was held via MS Teams and commenced at 6.00 pm.

Item	Minute	Action	Date due
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1 Apologies

Apologies for absence were received for Luke Cantrill, HE Student Governor, Joe Bradley, HE Student Governor and Andrea Ward, Governor.

2 Declarations of Interest

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.

No declarations of interest were made.

3 Election of Committee Chair and Vice chair 2022-24

The Clerk to the Corporation informed members that both the Chair's and the Vice Chair's two-year terms had expired and both a Chair and a Vice Chair needed to be appointed for 2022-24.

Ruth Brook was nominated as Chair of the HE Performance & Quality Committee for a further two-year term.

Andrea Ward was nominated as Vice Chair of the HE Performance & Quality Committee for a further two-year term.

Members agreed, as the meeting would not be quorate once the nominated member withdrew for voting, that the appointment of both the Chair and the Vice Chair of the committee would be voted on electronically (via email) following the meeting to allow all members of the committee to vote on the appointments.

Item	Minute	Action	Date due
4	<p>Minutes of the meeting of the HE Performance & Quality Committee held on 22 June 2022 and any matters arising</p> <p>The minutes were approved as a true and accurate record and signed by the Chair.</p> <p>Matters Arising</p> <p>Members noted there was one action outstanding from previous minutes. Relating to HE QIP. It was noted this action was incorrectly allocated and will be picked up by Debbie Jensen, Director of Academic Administration and Quality Assurance for the next meeting of the committee.</p> <p>Confidential Minutes of the meeting of the HE Performance & Quality Committee held on 22 June 2022</p> <p>The minutes were approved as a true and accurate record and signed by the Chair.</p>	DJ	Mar 23
5	<p>OfS Update</p> <p>The committee received an update report on OfS.</p> <p>The Assistant Principal, HE introduced the report with an update on the ILR audit.</p> <p>Members were advised that in May 2022 the Office for Students (OfS) did an audit of the ILR for 2020-21 which included a sample of prescribed and non-prescribed HE student records. The purpose of the audit was to seek assurance over the reporting of HE students in the ILR, and to ensure the accuracy of data submitted to the OfS and the ESFA for funding and other regulatory purposes.</p> <p>The OfS provided a report on the finding of the audit which found whilst many of the data field errors found in the previous audit had been rectified some errors in data remained despite significant changes to systems and processes. This led to the conclusion from the OfS that the actions taken in response to the previous audit to date have not been fully effective in ensuring adequate data accuracy in 2020-21 ILR data and that further action is required. It was highlighted to the committee that during this process, eight other colleges went through the same experience resulting in seven of those colleges receiving the outcome from that ILR audit of limited assurance.</p> <p>Members noted that in response to the Audit outcomes the College submitted an action plan to OfS on the 7th of September, the OfS approved the plan with one minor change and the College need to submit an error summary by the 21st of November. Members were provided with a copy of the action plan and noted that once amendments are signed off the OfS will formally close the audit.</p> <p>The Director of Academic Administration and Quality Assurance provided members with an overview of actions taken and changes to systems and processes to address errors including implementing own internal audit system. Members were provided with a copy of the OfS IRL action plan.</p>		

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<p>Members asked in the worst-case scenario, what could happen if the College were found to be not fully compliant for a third time. The Assistant Principal, HE advised that there is no clear guidance from the OfS at this point particularly around non prescribed so it would likely be an action to demonstrate continuous improvement.</p>			
<p>Members were assured that the College would demonstrate improvement but noted that if an OfS registered institution did not make any improvement or deteriorated significantly this could ultimately lead to removal of registration from a provider.</p>			
<p>Members were further assured that DNCG had a good working relationship with the OfS and that DNCG would be notified if there were concerns that needed to be addressed and that any concerns raised have been fully addressed. Also with the implementation of an internal audit process and making use of the ILR checker any inaccuracies would be picked up and addressed.</p>			
<p>Members noted a full report had been received at the Audit and Risk Committee.</p>			
<p>The Director of Academic Administration and Quality Assurance and the Director for Higher Education (Access, Enhancement and Employability) provided members with a detailed update on the access and participation plan.</p>			
<p>Members were advised that the access and participation plan is a requirement for those HEIs and providers of Higher Education, who are registered with the Office for Students and charge above the basic tuition fee. The APP sets out how DNCG will improve equality of opportunity for underrepresented groups to access, succeed in, and progress from higher education.</p>			
<p>Members noted that the Access and Participation Plan (APP) Sub Committee and the APP action plan was introduced in July 2022. The APP Sub Committee was created in line with the Higher Education (HE) Governance and deliberative structures. The purpose of the APP Sub Committee is to develop, implement, plan outcomes and evaluate the DNCG Access and Participation Plan and propose these plans and report progress against the plan to the HE Academic Board for approval. In essence the APP Sub Committee considers whether enough is being done for DNCG's underrepresented students in terms of the academic, pastoral, financial support, student experience, evaluation and monitoring to help them to access, succeed in their studies and progress to highly skilled employment and/or further education.</p>			
<p>The Director for Higher Education (Access, Enhancement and Employability) presented the APP Target 2021 – 22: DNCG Indicator compared to TEF Benchmark dashboard and provided a detailed explanation of the data sets and how the data is used to identify underrepresented students. Members requested that future updates to the report include the number of students in each data set.</p>		KD	Mar 23
<p>The Assistant Principal, HE advised members that the Teaching Excellence Framework (TEF) submission is approaching the deadline is 24th January 2023. The TEF is a scheme run by the Office for Students (OfS) and is part the OfS's overall approach to regulating quality and standards in the Higher</p>			

Item	Minute	Action	Date due
	<p>Education sector. The scheme undertakes assessments of higher education providers (HEPs) which evaluate the extent to which a provider's student outcomes and student experience give evidence of excellence in learning and teaching above the OfS's minimum requirements for quality and standards.</p> <p>Members noted that participation in the TEF is mandatory for DNCG under Condition B6 of the regulatory framework which mandates participation where a provider has at least 500 students registered on undergraduate programmes.</p> <p>The Director of HE provided a detailed overview of the TEF student outcome indicators and the data submitted. The ratings categories of Gold, Silver, Bronze were explained. It was noted that the ratings will last for four years until the next periodic exercise.</p>		
	<p>Members discussed risks to the achievement of the College's strategic objectives relating to OfS reporting and requested that all risks associated with OfS data submission be highlighted in future reports.</p>	KR	Mar 23

6 Enrolment Report

The Director and Academic Registrar Academic Administration and Quality Assurance presented the Higher Education Enrolment 2022-23 report. Members were reminded that there was a shortfall from target enrolment in 2021 of -389. It was reported that enrolment numbers for 2022-23 have improved although still with a shortfall of 83 applications currently, with January enrolments predicted at around 55 students and some students still to return from suspension.

Members were advised that the number of enrolments does not reflect the true picture, as we have over recruited to lower cost programmes such as post graduate or professional programmes, rather than full time undergraduate. The financial implication is a shortfall against the budget target of £786k, which equates to 6.1%, this is before the impact of January enrolments, suspended students and non-prescribed HE, so we are expecting this picture to improve to -£600k (approx. -5%) and could reduce further.

Members asked what has been learned and what is being done to improve enrolment. Also, what impact has under recruitment had on delivery of programmes.

Members were advised of actions being taken to increase income in year and to support recruitment for 2023 entry:

- Appointment of an Interim HE Student Recruitment and Progression Manager
- Centralisation of enquiry process, learning from the lessons learned this year
- Close oversight of level 3 progression activities
- Closer monitoring of student attendance and engagement through ProMonitor, with the ADAPT team more involved in identifying high risk students and providing interventions

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	<ul style="list-style-type: none"> • A marketing campaign specifically aimed at January starts, where programmes are validated to deliver 		
7	Principal / Deputy CEO Report		
	<p>In the absence of the Principal / Deputy CEO the CEO first provided members an update on planning and strategy development, particularly around potential growth areas and provision opportunities across the group.</p>		
	<p>The Assistant Principal, HE, presented the Principal / Deputy CEO Report. Members were advised the Higher Education Strategy and Curriculum Plan continues to develop through the HE leadership structure, working with SLT and curriculum colleagues from FE, and this will inform the new Group Strategic plan for 2023 and the future vision of the DN Colleges Group to maintain their position as a large College-based Higher Education provider. Members were given a detailed overview of the Group's approach to curriculum development and a schedule of strategic away days.</p>		
	<p>Members had a full discussion around curriculum development and potential growth areas. It was agreed it was important to engage with local stakeholders to identify potential growth areas. Member asked that they receive further feedback following the HE away day on the 5th of December.</p>		
8	HE Self-Evaluation Document and QIP		
	<p>Director of Higher Education LTSE presented the Higher Education Self-Evaluation Document 2021/22 and Higher Education Quality Improvement Plan 2022/23. Members were provided with a detailed overview of enrolment, retention, Completion/Achievement and outcomes of the National Student Survey.</p>		
	<p>Members noted that within the report it indicates that Completion / Achievement is below expectation for Full Time Undergraduate programmes and asked what the potential implications of this position are. Members were advised that if this figure were to fall significantly below expectation this could trigger a quality review. However, members were reassured the figure was above the threshold for this and showing continuous improvement.</p>		
9	Review of Committee Effectiveness and Annual Report 2021-22		
	<p>Members were asked to consider the performance of the Committee in 2021/22 and also the committee's Terms of Reference. Members were asked to consider any improvements which could enhance the HE Performance & Quality Committee for 2022/23.</p>		
	<p>Members noted that relating to committee membership, recruitment for additional governors this year would focus on appointing a further governor with HE / Education experience to strengthen committee membership.</p>		
	<p>Members agreed the Terms of Reference were still appropriate. Members agreed the committee had been effective against the Terms of Reference.</p>		
	<p>Members agreed the importance of understanding any risks highlighted to members in reports to committee.</p>		

