

MINUTES OF A MEETING OF THE HE PERFORMANCE AND QUALITY COMMITTEE HELD ON WEDNESDAY 8 MARCH 2023

Present

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

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

In attendance

Sharon Harmon	Clerk to the Corporation
Karen Robson	Assistant Principal, HE (APHE)
Sharon Smith	Principal / Deputy CEO (P/DCEO)

The meeting was held on MS Teams and commenced at 5.30 pm.

Item	Minute	Action
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1 Apologies

Apologies for absence were received from Joe Bradley, HE Student 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 Minutes of a meeting of the HE Performance & Quality Committee held on 21 November 2022 and any matters arising

The minutes of the HE Performance & Quality Committee meeting held on 21 November 2022 were approved as a true and accurate record for signing by the Chair.

Matters Arising

Item 4 – The Principal / Deputy CEO confirmed that future performance quality reports will include a table and a section on complaints and appeals and the stages of complaints and appeals. The report will also include comparative data and analysis on trends.

Item 5 - The Principal / Deputy CEO confirmed that an update on Access and Participation Plans is included in the Quality Performance Report to be presented later in the meeting.

Item 5 - Members noted that an update on all potential risks to the achievement of the College's strategic objectives relating to OfS reporting is highlighted in update reports for this meeting.

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	<p>Item 10 – Members noted that there was a full discussion around what reports/data the committee receives and the timing of reports at the HE In-Depth review meeting.</p>	
4	<p>HE In-depth Review Reflection</p> <p>Members reflected on the HE In-depth Review held on 23rd February 2023 and agreed the following points:</p> <ul style="list-style-type: none"> • A good deal of progress has been made across HE overall. • The three areas identified for report updates being Performance, Quality Assurance and Regulation, Student Recruitment and Marketing and Curriculum Strategy and Structure will continue to be presented as agenda items at the HEPQ Committee meeting. • All future reports to committee to include evidence/data, and that data should show trends over time and threshold indicators ie. what is the agreed measure of progress. It would be helpful to see examples of KPI's and tracking towards achieving these. Members would like to achieve consistency across all areas of data reporting. Members noted that examples of proposed data tables are provided within the reports for this meeting for members consideration. • It was agreed a further in-depth review be scheduled in May. <p>Members discussed the timing of the next In-depth review and tabled 25th May as a provisional date. Members agreed update reports should follow the same themes.</p>	
	<p>Action: The Clerk to coordinate with governors and the P/DCEO to arrange next HE In-Depth Review.</p>	Clerk
5	<p>Principal's Report on Curriculum Vision and Strategy</p> <p>The P/DCEO presented a report to the committee providing an update on the recent HE restructure and the curriculum vision and strategy development.</p> <p>The P/DCEO outlined the background, purpose and the aims of the HE restructure. Members noted the new HE structure, outlined in the report, which has been in place since February.</p> <p>Members asked how the team are managing the transition to the new structure in terms of establishing a new culture and way of working with the HE team. Members were assured that the Assistant Principal, HE has been working with the culture transformation team on a monitoring performance and managing curriculum process map, has implemented weekly leadership team meeting and is providing regular training sessions and support.</p> <p>The P/DCEO provided the committee with an update on the longer-term approach for curriculum development and explained that a new Curriculum Vision has been drafted aligned to the new Strategic Plan. This draft vision and accompanying documents, namely the Curriculum Vision Framework Assessment Matrix and an updated Curriculum Blueprint that now covers HE are currently being developed based on initial feedback from SLT and will be presented to the wider CLT on the 8th of March for consultation and feedback. These alongside a Vision template and exemplar will then be provide to the Heads in HE to finalise their longer-term visions at an Away day on 30 the March. On that day they will work with their FE counterparts on shared visioning, finalising the FE to HE pathways and in turn they will review each other visions against the assessment matrix as a 'critical</p>	

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friend'. Their visions will then be submitted to SLT for review and feedback at the end of April before being finalised and approved.

Members reviewed an example model of a draft Curriculum Vision. The P/DCEO confirmed that curriculum vision models will be standardised.

Members discussed the new Skills Act requirement for Governors to review the curriculum to ensure it is meeting local needs. The P/DCEO confirmed that the Group Curriculum Strategy will be presented for Board review and consideration in relation to meeting local needs. The P/DCEO set out the timeline for curriculum strategy development as below:

- Present Draft Group Curriculum Strategy to July Board meeting and agree plans for the Governor review of how the curriculum meets local needs.
- Present Draft Group Curriculum Strategy and sample of curriculum area visions to both FE/HE CPQ at June meetings.
- Present Draft Group Curriculum Strategy and sample of curriculum area visions (CAVs) to Local Stakeholder Board meetings on 23 and 25 May.
- 10 May SLT Final CAVs and Strategy approval.
- 5 May final CAVs submitted post SLT feedback.
- 26 April CAV and Strategy drafts formal review at extended Exec meeting to all SLT.
- 30/3 final away day for FE/HE Curriculum managers to complete and then submit Visions by 24/4.
- FE follow up workshop before 30/3 – Date tbc.
- 15/3 full away day pack to SLT for consideration/approval.
- 8/3 set of workshops at CLT to consult on Curriculum framework assessment matrix, Overarching vision and vision template, Curriculum Blueprint.

The P/DCEO provided an update on the Lincolnshire IoT, the development of the South Yorkshire IoT and a potential University Campus in Doncaster partnership.

6 Performance, Quality and Regulation Report

The APHE presented an update report on performance, quality assurance and regulation.

Members reviewed the Higher Education attendance figures for February 2023. Members noted that attendance is currently under target at group level but were assured that monitoring and improvement actions are in place. Members noted that future data tables will show the total number at the bottom of every table that will give an overall group percentage along with a breakdown of each school.

Action: APHE to present data at future meetings as agreed.

**APHE
(KR)**

Members reviewed the Higher Education retention figures for February 2023. Members noted that retention is good and above target in all but one School. Members were assured that further scrutiny in line management meetings, deep dives into 'at risk' students will provide further clarity on retention figures and new Quality Officers will review data from Progress Panel data to predict achievement in year.

Members discussed the retention targets vs OfS benchmarks. The APHE explained the OfS benchmarks.

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The APHE outlined the performance improvement actions in place as follows:

- HoS now working to deep dive into all students by all courses to identify high risk.
- Interventions will be in place using Promonitor and include ADAPT team.
- Promonitor training needed for all HE staff to be able to record and rag rate high risk, comment through tutorials, set SMART Targets, and comment on interventions needed-planned for March 23.
- Once actions in place the table can be populated and reported accurately.
- Noted further actions set out in HE QIP.

Quality and Standards Update

The APHE presented a Quality and Standards update report. Members noted the contents of the report. The APHE highlighted the following key updates in the report:

- The National Student Survey response is currently much higher at this point than it was last year and on target to meet the 50% threshold.
- HTQ applications are complete and will be submitted by the deadline on 10th March.
- TEF submission complete and outcome due in September.
- OfS recently published guidance on their expectations of registered providers around blended learning, sexual harassment and freedom of speech. The APHE is leading a task and finish group on reviewing Blended learning programmes and there are sub-committees of HE Academic Board considering the latter to ensure improvements and compliance.
- An Access and Participation Plan variation was submitted in May 2022 in response to the OfS new priorities for Access and Participation and is a variation to the DNCG Access and Participation Plan 2020-2025 which will come into effect in 2023-24. The submission has been approved by the OfS.
- The OfS have published a summary of its triennial report on the performance of the Quality Assurance Agency for Higher Education (QAA) in its role as the Designated Quality Body. While the report was being finalised, the QAA announced in July 2022 that it had asked the Secretary of State to remove its designation from 31 March 2023.
- The OfS have entered a partnership with National Trading Standards.
- The OfS notified Accountable Officers of Additional Student Hardship Funding for Academic Year 2022-23. The DN Colleges Group have been allocated £26,917. This funding must be distributed by the end of the 2022-23 academic year to students facing hardship as a result of the increased cost of living. Work is underway to promote these additional funds to the relevant students ensuring compliance with the assessment requirements.
- After final submission of the required changes to the ILR and updates on the OfS action plan, OfS have now closed off the audit after a delegated authority action form their Data Amendment Panel.

7 Recruitment Update

The APHE presented a Recruitment update report. Members noted the contents of the report. The APHE highlighted the following key updates in the report:

- Nationally, the number of UK mature applicants has fallen compared to last year (-14%). The total number of 18-year-old+ applicants has risen compared to last year (+0.8%).

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	<ul style="list-style-type: none"> • DNCG will set ambitious, but measured and realistic targets for HE recruitment for 2023-24 and review the portfolio of programmes to ensure that they are relevant, 'fit for purpose' competitive and providing qualifications that applicants, employers, and the wider economy demand such as the rise in Higher Degrees and Higher Apprenticeships and HTQs linked to both IoTs and taking advantage of the rise in applications nationally. • An IoT recruitment action plan has been formed and now working more closely with the Business Development Unit on the completion of Employer Training Needs Analysis. • Overall applications are currently down by 42 on the same point in the cycle last year, noted this gap has reduced due to over recruitment to the January/February year start programmes. • A Recruitment and Marketing Task and Finish group has been established with a dedicated TEAMS area to share documents, reports and action plan and will meet fortnightly to discuss issues and actions that need to be undertaken to support 2023 recruitment. • HoS have been tasked with providing an overview of the situation in their schools and what action is being taken and progress will be reported at the next HEPQ. • Review of recruitment processes at DNCG has taken place and now improved. • Recruitment and Marketing now have clear indicators and are monitored and reported with a focus on conversion of the applications • HE Open events will be on both websites and marketed appropriately. • Enquiry button will now link direct to UCAS application/booking a place at an open event-in addition the booking form will capture information linked to what is needed on Pro Solutions. • In line with budgeting / curriculum planning March 2023 HE forecast spreadsheets will be introduced to provide HoS with clear KPIs for recruitment September 2023 and to include progression/continuing targets. 	
8	Risk Register Review	
	<p>Members reviewed the sections of the Risk Register for which the Committee has oversight. Members noted the committee currently has oversight of one risk which is 'Higher Education - Failure to recruit Higher Education student numbers and meet the demands and requirements of successful curriculum delivery'.</p>	
	<p>In relation to this risk, members agreed that appropriate assurances had been provided through the many mitigating actions set out within the committee reports received earlier in the meeting.</p>	
	<p>Members agreed it was essential that committees received the appropriate reporting and data in order to assess risk. The Chair of the Corporation Board agreed to raise risk monitoring with committee Chairs and Vice Chairs.</p>	
	<p>Action: The Chair of the Corporation Board to discuss risk monitoring with committee Chairs and Vice Chairs.</p>	Chair of Corp (AB)
	<p>Members agreed that the current risk around HE was recruitment and finance focused and that they would like to see a separate risk around quality and curriculum. Members noted that the Risk Register is currently under review by the SLT and an updated Risk Management Policy would be received at the Corporation Board meeting on 27th March.</p>	

Item **Minute** **Action**

9 Committee Chair’s Report to Corporation Board

Members considered the business of the meeting and recorded key items and any changes to strategic risks identified for feedback to the Board in the Committee Chair’s Report to Corporation Board. Members noted the following points:

- HE In-Depth review and improved reporting.
- HE restructure.

10 Any Other Business

There were no items of any other business.

11 Date and Time of Next Meeting

The next meeting of the HE Performance & Quality Committee is scheduled for Wednesday 21 June 2023, 5.30 pm, Boardroom at Doncaster College.

The meeting closed at 7.30 pm

Sharon Harmon
Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTIONS				
Date	Minute	Action	Responsibility	Date Due
08/03/23	4	The Clerk to coordinate with governors and the Principal/Deputy CEO to arrange next HE In-Depth Review.	Clerk	April 2023
08/03/23	6	APHE to present data at future meetings as agreed at meeting.	APHE (KR)	June 2023
08/03/23	8	The Chair of the Corporation Board to discuss risk monitoring with committee Chairs and Vice Chairs.	Chair of the Corporation Board (AB)	April 2023