

MINUTES OF A MEETING OF THE HE PERFORMANCE AND QUALITY COMMITTEE HELD ON WEDNESDAY 21ST JUNE 2023

Present

Joe Bradley	HE Student Governor
Angela Briggs	Governor
Ruth Brook	Governor
Emma Kirk	Staff Governor
John Rees	Governor
Andrea Ward	Governor (via MS Teams)

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)
Dan Bown	Director of Institute of Technology & Higher Technical Education (DloT&THE)

The meeting was held at Doncaster College and commenced at 5.30 pm.

Item	Minute	Action
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1 Apologies

Apologies for absence were received from Peter Grant (Governor), Lesley Heatley (HE Student Governor), Daniel Wilson (Vice Principal, Business Growth, Skills & Partnerships), Karen Dainty (Head of Student Experience, Recruitment and Employability) and Rob Brown (Head of Quality & Regulation).

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.

There were no declarations of interest made.

3 Minutes of a meeting of the HE Performance & Quality Committee held on 8th March 2023 and any matters arising

The minutes of the HE Performance & Quality Committee meeting held on 8th March 2023 were approved as a true and accurate record to be signed by the Chair.

Matters Arising

Item 4 - The Clerk reported that a second HE In-Depth Review was not required as circumstances had change and this item was picked on at Board. Members noted that curriculum planning, and strategy development is underway.

Item 6 - The APHE will present report at this meeting.

Item 8 - The Clerk confirmed that the Chair of the Corporation Board had discussed risk monitoring with committee Chairs and Vice Chairs and that the relevant sections of the Risk Register will be reviewed at this meeting.

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4 Institute of Technology Update

CEO provided an overview of the formation of the South Yorkshire IoT. The CEO explained that the SYIoT was a consortium of four education partners which include DNCG, Barnsley College, Sheffield Hallam University, the University of Sheffield, AMRC Training Centre and two employer partners. Members noted that DNCG was the lead institutional partner and that the CEO was a Director on SYIoT Board. The CEO further reported that the SYIoT was formally incorporated on 24 April 2023 and held its first Board meeting on 14 June 2023.

The Director of Institutes of Technology & Higher Technical Education (DIoT&THE) presented an update report on the Institutes of Technology. The DIoT&THE explained that the Institutes of Technology form part of the governmental approach to develop higher technical skills across the UK alongside Higher Technical Qualifications (HTQ), the Levelling Up White Paper which aims to reduce skills gaps through targeting Sector Subject Areas (SSA) pertinent to specific localities. DN Colleges Group are the lead partner of the South Yorkshire Institute of Technology (SYIoT) and a partner for the Lincolnshire Institute of Technology (LIoT). The SYIoT is launching in 2023 whilst the LIoT is entering the final year of the first phase. LIoT and SYIoT both target engineering, construction, digital and science sectors which are highlighted as being areas with the largest skills gaps.

Members noted and discussed the targets and recruitment monitoring for both the SYIoT and the LIoT. The DIoT&THE explained the programmes and pathways set out in the report. The DIoT&THE explained HTQs qualifications and the HTQ phases and implementation approach for HE across DNCG.

Members asked for more detail about Microcredentials. The DIoT&THE provided an overview of Microcredentials and explained the qualification. Members discussed the marketing of Microcredentials to employers.

The DIoT&THE reported that work on the development of SYIoT at Doncaster College was underway and was due for completion in September 2023. The DIoT&THE provided an overview of the facilities that would be available as part of the SYIoT at Doncaster College.

Members asked number of questions about staffing of the SYIoT provision at Doncaster College, where the ownership of intellectual property sits and where IoT students sit under OfS in the ILR. Members discussed these questions and were assured the position would be clarified and that various models for delivery were being explored.

Members asked for more detail about the five year license for IoTs. The CEO explained the relicensing and bidding for funding process. Members noted that IoT targets are set for the licensing period and additional programmes can be added to the offer without increasing the overall target. This highlights an opportunity to develop the provision within the next 5 years to ensure the targets are met and the provision meets the needs of local students and employers.

Members thanked the DIoT&THE for an informative update report.

Note: The DIoT&THE left the meeting.

5 HE Performance Monitoring and Quality Improvement Plan

The APHE presented HE performance monitoring update report. Members considered the contents of the report and noted the following key highlights and points of discussion:

Item	Minute	Action
	<ul style="list-style-type: none"> • Overall in-year retention is currently at 90%, and with the final tuition fee claim processed in May 2023, any further withdrawals will not impact in-year budget this academic year. • Retention may further decrease following full completion of assessment and reassessment boards in June and August respectively, with potential impact on progressing student numbers and therefore income for 2023/24. • In-year monitoring of retention is linked to HE tuition fee income, further reporting is required to accurately predict in-year HE fee income and these reports are being developed to facilitate accurate monitoring in 2023/24. • Mitigation is in place to support students at high-risk of failure to minimise impact of non-progressing students. • Attendance is slightly below target in most schools and is one measure used with other factors for at-risk monitoring of students, however the priority at this time of the year is supporting students through any reassessments to maximise progression/continuation. • Student Outcomes data reports some areas of underperformance, notably full-time PGCE and part-time taught Masters programmes for all indicators. • Further dissection of Student Outcomes data is possible (school/subject area level) and is being discussed/monitored with HE leaders. • TEF 2027 Working Group has been established to inform a 4-year improvement plan relating to underperforming areas in current TEF dataset. 	

Members considered the HE Quality Improvement Plan noting progress against targets. The APHE explained the supportive measures in place for staff in areas that are under performing.

6 External Compliance and Regulation

The APHE presented an update report providing an overview of the main aspects of external compliance and regulation in relation to the OfS Conditions of Registration, Quality and Regulation and the Access and Participation Plan.

Members noted the contents of the report and had a full discussion around compliance, quality and learner outcomes, and access and participation.

7 HE Marketing and Recruitment Update

Members noted the contents to the report. The CEO reported that the paper had a full discussion at the Finance and Resources Committee.

Members noted that nationally HE applications are down through UCAS data, particularly for adults. However, year to date DNCG have had more applications than at this same point last year. Members noted that a review of the DNCG portfolio of programmes has taken place to ensure relevancy and attractiveness to this smaller pool of potential students.

Members discussed various measures and activities to improve progression of learners from FE. Members discussed recruiting overseas learners. Members noted at the present time DNCG is not set up to support international students however, this is an opportunity that is being explored.

Members noted the recruitment and marketing activities outlined the report. Members commented on the improvement in the quality of data and ability to assess the impact of recruitment activities.

Item	Minute	Action
8	<p>Committee Terms of Reference and Workplan 2023/24</p> <p>Members reviewed the Terms of Reference for the HEPQ Committee and considered the proposed revision.</p> <p>Members agreed the following revisions to the Terms of Reference for the HEPQ Committee for 2023-24:</p> <ul style="list-style-type: none"> • Clause 2.1 – Deletion of the final sentence of this clause. This sentence is no longer correct and is also a duplication of 2.5 <p>Resolution: The HEPQ Committee approved its Terms of Reference for 2023-24 with agreed revision for recommendation to the Corporation Board for approval at its meeting on 5th July 2023.</p> <p>Members considered the proposed Cycle of Business for the HEPQ Committee for the forthcoming year 2023-24. Members agreed the Cycle of Business 2023-24 noting flexibility to update according to current issues.</p> <p>Resolution: The HEPQ Committee approved the proposed Cycle of Business for recommendation to the Corporation Board for approval at its meeting on 5th July 2023.</p>	
9	<p>Risk Register Review</p> <p>Members reviewed the Group Risk Register noting the risk for which the HEPQ Committee has responsibility for oversight. Members noted the committee had oversight of one risk in relation to Higher Education. Members noted that this risk currently sits above the target risk appetite score. Members discussed planned actions, mitigations and assurances in relation to this risk. Member noted that a new format to the Risk Register and agreed it worked well and was well thought out.</p>	
10	<p>Governance QIP</p> <p>Members noted updates on progress against targets set out in the Governance Quality Improvement Plan.</p>	
11	<p>Committee Chair's Report to Corporation Board</p> <p>Members considered the business of the meeting and noted key items and any changes to strategic risks identified for feedback to the Board in the Committee Chair's Report to Corporation Board. Members agreed to highlight:</p> <ul style="list-style-type: none"> • Quality of HE reporting data has improved and assure received it is going in the right direction. • Restructure of HE and progress with cultural changes. • Assurances received the Curriculum Vision and offer for the SYIoT responds to local needs. 	
12	<p>Any Other Business</p> <p>The were no items of any other business.</p>	
13	<p>Date and Time of Next Meeting</p> <p>The date of the next meeting is to be confirmed.</p>	

The meeting closed at 7.30 pm.

Sharon Harmon
Clerk to the Corporation

Signed: (Chair)

Date: