MINUTES OF THE MEETING OF THE HE PERFORMANCE AND QUALITY COMMITTEE HELD ON WEDNESDAY 22ND NOVEMBER 2023

Present

Angela Briggs	Governor
Ruth Brook	Governor (Chair)
Emma Kirk	Staff Governor
John Rees	Governor (CEO)
Andrea Ward	Governor (via Teams)

The quorum for the meeting was three Members (at least 2 external).

In attendance

Sharon Harmon	Clerk to the Corporation
Dan Bown	Director, Institute of Technology & Higher Technical Education
Daniel Fenwick	Deputy Principal (DP) (MS Teams)
Rachel Maguire	Chief Operating Officer, People and Information (COOP&I) (MS Teams)
Karen Robson	Assistant Principal, HE (APHE)
Rob Brown	Head of Quality Assurance & Regulation

The meeting was held at in N218, Doncaster College and commenced at 5.30pm

Item	Minute	Action

1 **Apologies**

Apologies were received from Tina Greaves, Governor and Barrie Shipley, Chief Operating Officer, Finance and Resources.

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 the meeting of the HE Performance & Quality Committee held on 21 June 2023 and any matters arising**

The minutes of the meeting of the HE Performance & Quality Committee held on 21 June 2023 were approved as a true and accurate record to be signed by the Chair.

The CEO noted one small amendment to the minutes under item 4, SYIoT 'University of Sheffield' should read 'University of Sheffield, AMRC Training Centre'. The Clerk agreed to amend accordingly.

There were no matters arising.

4 **Risk Register Review**

Members received the Group Risk Register. Members reviewed the strategic risk summary and discussed the strategic risk for which the HEPQ Committee

has responsibility for oversight. Members noted assurances and planned actions.

Members considered the residual risk score and noted this is currently within target.

5   **Review of Committee Performance 2022/23**

Members considered the performance of the Committee in 2022/23 and the committee Terms of Reference and cycle of business. Members considered any improvements which could enhance the HE Performance & Quality Committee for 2023/24.

Members agreed the committee had been effective in meeting its responsibilities. Members commented on the improved reporting to the committee. Members agreed the cycle of business was focused on the right priorities. Members discussed monitoring of meeting local need and recruitment. Members noted that following the establishment of the Strategic Plan implementation projects the committee's cycle of business will be updated to include reporting on those projects were appropriate.

Members agreed that membership of the committee should be strengthen with an additional external governor member.

Members agreed the committee would benefit from some focused training covering HE specific terminology, regulation and funding.

Action: The Clerk to follow up on committee membership and training requests.

Clerk

6   **Draft HE Self-Evaluation Document**

The APHE presented the HE Self Evaluation report outlining key strengths and areas for improvement within HE provision.

Members discussed the key strengths outlined in the report. Members noted the Group has been awarded the TEF Silver rating for Student Outcome and Student Experience.   Members congratulated the HE Team on the achievement.

Members noted that the National Student Survey (NSS) 2023 results are very positive with the College scoring higher than both the overall Sector-wide and England measures in 9 out of 10 themes, and 31 out of 34 metrics. Members noted and discussed the areas that improved.

Members considered and sought assurances around the areas that had not performed as well and require further development. Members asked about strategies and planned actions for those areas. Members were assured appropriate action plans are in place.

Members asked about educational gains and the mechanisms for capturing and demonstrating educational gains. The APHE provided examples of educational gain and explained the Groups approach to ensure equal access to educational gain and capturing and recording the evidence of the educational gain.

Item	Minute	Action

Members had a full discussion and received assurances around Curriculum vision, review, development, and measures for ensuring offer is responsive to meeting local need.

Members thanked the APHE for presenting the Self-evaluation document and noted the Committee felt assured by the progress outlined in the report.

7   HE Performance and Quality Monitoring and QIP

The APHE presented the HE Performance and Quality Monitoring report and Quality Improvement Plan.

Members noted retention is strong. Tracking of withdrawals shows a reduction in withdrawals. Attendance is mixed. Continuation is strong with monitoring and support in place for at risk students.

Members discussed the drop in attendance and asked if it was possible to identify the reason for the fall. The APHE explained the strategies implemented to identify and support areas of concern with ongoing monitoring and interventions.

Members noted that student recruitment was below target and were provided with an overview of the actions and mitigations in place to improve recruitment focused on January starts.

Members were provided with an update on key Quality Assurance and OfS activity, including Conditions of Registration which are the subject of national policy focus, open for consultation, or relate to compliance. Members were assured the Group's HE Quality Team continue to review and respond to existing and emerging OfS guidance, consultations, expectations, and conditions, to monitor the Group's compliance, develop approach, and meet responsibilities to students.

Members were provided with on overview of the B3 OfS 2023-24 Assessment Cycle. Members noted a review of OfS published reports regarding its 2022/23 Condition B3 visits which considered Business and Management Courses has taken place to gain an insight into how the inspections are conducted. This information will be utilised to develop an evidence base to ensure that the College is compliant with Condition B3 and is ready, should notification of a visit be received.

Members noted curriculum is being reviewed with university partners to ensure current and viable programmes are offered at the Group and meets the needs of local employers, this forms part of the curriculum review currently being undertaken by the HE Leadership and Quality Teams.

Members were provided with an overview of quality assurance activity that occurred during the 2022/23 Academic Session.

Members noted progress against the HE QIP.

Members noted the recent centralisation of HE ADAPT team.

Members asked about the Group's approach to the use of AI. Members were advised of a programme of support for all staff on how to work with the use of AI in education and assessment. Members acknowledge this is an evolving area and were assured the Group understood the need to be able to

understand the use of AI in education to future proof the Group and its learners.

8   Institutes of Technology

The Director, Institute of Technology & Higher Technical Education presented the Institute of Technology Performance Monitoring report.

Members noted that the Group is in a strong position upon entering the relicensing period for the Lincolnshire IoT as a result of the incomparable recruitment demonstrated over the span of this current licensing period. UCNL significantly surpassed the set recruitment target of student starts on IoT programmes which was projected with associated funding attached. The Group has recruited over1000 students onto IoT programmes which demonstrates an outstanding achievement which directly contributes to skills gaps and workforce shortages within the local area. Members noted the successful recruitment to LIoT programmes can be largely attributed to the successful application of additional programmes into the portfolio which aligns with local needs and workforce shortages.

Members noted the South Yorkshire IoT has now commenced year one and the workspaces at UC Doncaster are now functional and utilised by students in Engineering, Animal Welfare Science and Construction. A SYIoT launch event is planned for 12th December 2023. Members noted recruitment targets for the academic year 2023-24 were surpassed across the programmes. However, recruitment to digital technologies and construction did not meet the set targets. Further recruitment activity is planned for January 2024 starts.

Members asked about the position with the recruitment of staff into the IoTs. Members were assured recruitment had been successful although noted there were some challenges particularly in engineering which reflect a national picture.

Members congratulated the College on the success of the Lincolnshire IoT and agreed the South Yorkshire IoT has achieved a very positive start.

9   Access and Participation Plan

Members noted this item has been deferred and the Access and Participation Plan would be circulated for Governor comment via email as appropriate.

10   Committee Chair's Report to Board

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:

- Discussion and assurances received around Curriculum vision, review, development and offer responsive to meeting local need.
- Self-evaluation document received and reviewed. Committee assured by report.
- TEF Silver award.
- NSS successes.
- Update on IoTs and success of Lincolnshire IoT.

Item	Minute		Action

Action: The APHE agreed to meet with AW to discuss the requirements for TEF Gold. The Clerk to arrange a meeting.

Clerk / APHE

11   Any Other Business

The Clerk fed back to the committee on a proposal, discussed at the CPQ Committee meeting on 6th November, to potentially integrate the CPQ committee and the HEPQ committee. Members considered the proposal and agreed with the CPQ Committee that there would be some benefits of integrating committees. However, members noted the challenges of covering the business of both committees effectively within the timing of meetings. Members agreed that at present the committees should remain separate and to consider the proposal again at the end of the academic year.

12   Date and Time of Next Meeting

The next meeting of the HE Performance & Quality Committee is scheduled for Wednesday 13 March 2024, at North Lindsey College

The meeting closed at 7.33 pm

Sharon Harmon
Clerk to the Corporation

Signed: ………………………………… (Chair)   Date: …………………..

TABLE OF ACTIONS				
Date	**Minute**	**Action**	**Responsibility**	**Date Due**
22/11/23	5	The Clerk to follow up on committee membership and training requests.	Clerk	Jan 24
22/11/23	10	The APHE to meet with Andrea Ward to discuss the requirements for TEF Gold. The Clerk to arrange a meeting.	Clerk / APHE	Jan 24