

MINUTES OF A MEETING OF THE HE PERFORMANCE AND QUALITY COMMITTEE HELD ON MONDAY 25TH NOVEMBER 2024

Present

Angela Briggs	Governor
Ruth Brook	Governor (Chair)
Lizzie Brown	Student Governor
Dan Fell	Governor
Helen Kirby-Hawkins	Governor
Emma Kirk	Staff Governor
John Rees	Governor (CEO)

The quorum for the meeting was 40% of membership, to include at least 3 external. The meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation
Danny Fenwick	Deputy Principal
Dan Bown	Interim Assistant Principal HE
James Wadsworth	Director of HE Academic Registry

The meeting was held in the Boardroom at Doncaster College and started at 5.30 pm.

Item	Minute	Action
1	Apologies	
	Apologies for absence were received from Sam Hewson (Student Governor), Tina Greaves (Governor) and Hamidreza Jafarnejad (HE Curriculum Lead, IoT).	
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	Election of Vice Chair	
	Members were asked to appoint a new Vice Chair of the HE Performance & Quality Committee. Members were advised that A Briggs had been nominated as Vice Chair of the Committee. Members were asked to vote on the appointment of A Briggs as Vice Chair of the Committee for a two-year term of office with immediate effect.	
	Note: A Briggs left the meeting for the members to vote on the appointment.	
	Resolution: The HE Performance & Quality Committee ratified the appointment of A Briggs as the Vice Chair of the HEPQ Committee for a two-year term of office with immediate effect.	

Note: A Briggs rejoined the meeting and members confirmed the appointment.

Item	Minute	Action
4	<p>Minutes of the meeting of the HE Performance & Quality Committee held on Monday 17th June 2024 and any matters arising</p> <p>The minutes of the meeting of the HE Performance & Quality Committee held on Monday 17th June 2024 were approved as a true and accurate record.</p> <p>Matters Arising</p> <p>Item 4 - The Clerk confirmed that the Group Risk Register including the risk summary page had been circulated to the committee for information following the last meeting.</p> <p>Item 5 - The Deputy Principal shared the requested report on the HE restructure with the HEPQ committee.</p> <p>Item 6 - The Clerk confirmed that Governors would have an opportunity to view new technology as part of the Governors Development Day on 16th December 2024.</p> <p>Item 7 - The Clerk advised the committee that options for a student presentation to the committee are being considered.</p> <p>Action: The Assistant Principal HE (APHE) agreed to explore subjects for student presentations to the committee and liaise with the Clerk to arrange a presentation at a future meeting.</p>	APHE
5	<p>HE Restructure</p> <p>The Deputy Principal (DP) provided the committee with an update on the recent restructure in Higher Education provision. The DP explained the rationale and process behind the restructure. The DP provided members with the new organisational chart setting out the new structure and explained the aim of the restructure, including the alignment of management structures across curriculum and supporting the delivery of the Strategic Plan. The DP confirmed that all roles had now been filled. Members congratulated the new Interim Assistant Principal HE and the new Director of HE Academic Registry on their appointments. Members recognised and recorded their appreciation for the work involved in the restructure. Members discussed the impact on staff and culture within HE provision. Members noted and were pleased to see opportunities for internal progression for staff. Members discussed future reporting to the committee and commented on the quality of reporting and data provided to the committee.</p> <p>Members thanked the DP for the update report.</p>	
6	<p>Risk Register Review</p> <p>Members received the Group Risk Register. Members reviewed the strategic risk for which the HEPQ Committee has responsibility for oversight in relation to HE provision. Members noted updates to mitigations, planned actions and assurances. Members considered the residual risk score and noted this has continued to reduce due to implemented mitigations and currently sits within the target risk score. Members discussed external pressures and potential policy changes. Member were assured there were no immediate emerging risks, and that the position will continue to be monitored. Members noted the positive finding of the Higher Education Framework internal audit report and agreed this provided further assurance around HE provision. Members were satisfied the current risk rating was appropriate.</p>	

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7	<p>HE Performance Report</p> <p>The Assistant Principal, Higher Education (APHE) presented a Higher Education performance update report covering student outcomes for 2023/24, recruitment, retention, attendance and Office for Students (OfS) compliance.</p> <p>Members noted and discussed student retention and achievement for 2023-24. Members noted that retention was strong and above the OfS national target. Members noted achievement was strong and above the OfS target. Members noted and congratulated the team on a particularly strong performance in Engineering. Members noted and discussed plans for curriculum areas for further development. Members discussed the achievement of the 2023-24 cohort in comparison others in similar settings nationally. Members discussed the profile of college based HE cohorts and considered the achievements in the context of the setting. Members noted the positive outcomes, the value added, and distance travelled for learners and agreed that students had performed well, particularly in the context of the setting. Members further discussed measures of success for students and the availability opportunities post-completion of studies. Members agreed that the measure of success will vary for each student. Members noted that the Group do use the available local skills need data to inform curriculum offer. Members noted that a destination survey is to be commissioned to track post-completion destinations of graduates at the start of 2025.</p> <p>Members were assured that enrolment for 2024/25 is strong across HE and was in line with planning activity. Members noted further January intakes are expected. Members noted that sectoral recruitment remains a challenge and that DNCG has performed well comparatively. Members were advised that in some areas where recruitment was lower, groups were condensed and staff redistributed to ensure robust cohorts and efficient use of teaching and learning resources. Members were assured that overall attendance was good and noted action plans in place for any areas targeted for improvement. Members discussed the mechanisms for identifying and supporting students at risk of not completing, members were assured by the supports and the action plan in place to support learners.</p> <p>Members reviewed the update on OfS conditions of registration compliance. Members were assured the HE Governance Structure has been implemented and mapped to Office for Students ongoing conditions of registration, alongside the Quality Assurance Agency UK Quality Code 2024. Members reviewed the robust OfS conditions tracker which clearly demonstrates compliance alongside mechanisms of reporting.</p> <p>The Director of HE Academic Registry (DHEAR) advised the committee that ongoing strengthening of internal quality assurance processes are being considered through the Student Experience and Curriculum Impact (SECI) group which consolidates performance and quality assurance processes. Members commented on the benefits of the group for both students and staff.</p> <p>Members were assured by the comprehensive report and thanked the team for the quality of the report and accompanying data reports.</p> <p><i>Note: The DP left the meeting.</i></p>	
8	<p>HE Student Experience Report</p> <p>The APHE presented a HE Student Experience report. Members discussed student feedback and the ways feedback is captured. Members agreed that the positive student experience within HE is a key strength, as evidenced by the breadth of</p>	

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	<p>educational achievements and the consistently excellent feedback provided by students through both formal and informal channels. Members were assured that for the 2024-25 academic year, the enhancement of the student experience remains a priority.</p> <p>Members were advised that the newly introduced HE Governance Structure places the student experience at its core, ensuring that it is central to decision-making and strategic planning. Members were assured that outputs from formal student feedback mechanisms are reviewed within the HE Quality, Standards, and Enhancement Committee, while educational outcomes are assessed by the HE Teaching, Learning, and Scholarship Committee. Members noted that HE students will have expanded access to a range of central college student experience initiatives, further supporting their academic and personal development. Members were assured by the continued focus on the student experience and the positive student feedback.</p> <p>Members noted from the report that the Scholarly Internship Programme (SchIP) had another successful year with a range of meaningful outputs for students including publications in books, journals and presentation at conferences. Members were impressed with the many achievements across the schools. Members discussed the Annual Report and agreed the report would be a good vehicle for further showcasing the many student success stories to the Group's stakeholders.</p> <p>Members discussed mental health challenges faced by students and staff and the supports in place. Members discussed the use of technology to support students.</p> <p>Members thanked the APHE for the comprehensive report.</p>	
9	<p>IoT Performance Report</p> <p>The APHE presented the Institute of Technology update report providing an update on activity at both Lincolnshire Institute of Technology (LIoT) and the South Yorkshire Institute of Technology (SYIoT).</p> <p>Members noted and discussed the update on licensing and strategic goals across both IoTs. Members noted and discussed the update on recruitment and performance across both IoTs. Members discussed the success and expansion of the DNCG CPD offerings and were assured by the positive feedback from local industry. Members further noted the collaboration with North Lindsey College to upskill staff and maintain a high standard of professional development.</p> <p>Members noted and discussed the update on infrastructure and facilities development. Members were impressed with developments and investment in learning spaces including the Audio Studio and Games Room enhancements, development of new classrooms and expansion of the Learning Resource Centre. Members noted and discussed the updates on funding. Members noted the update on Higher Technical Qualifications.</p> <p>Members discussed DNCG's engagement with WorldSkills. Members were impressed with the level of engagement and activities including hosting international training sessions, supporting Team UK and Japan for the Skills Olympics, and successfully holding national qualifiers. Members noted that Japan went on to win the gold medal. Members further noted that HE Engineering are actively working with WorldSkills to establish a partnership and host the national Renewable Energies Competition. Members agreed these achievements strengthen DNCG's role in sustainable technologies and technical education leadership and demonstrates DNCG's commitment to talent development.</p>	

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10	Higher Education Framework Internal Audit Report	
	Members received the Higher Education Framework Internal Audit Report. Members were assured by the high level of assurance provided by the positive report.	
11	Review of Committee 2023-24 and Terms of Reference	
	Members were asked to consider the performance of the HEPQ Committee in 2023/24 measured against the Committee's Terms of Reference. Members agreed that the Committee had met its responsibilities as set out in the Terms of Reference for the Committee and that it had been effective in carrying out its remit.	
	Members were also asked to consider any further development which could enhance the HEPQ Committee for 2024/25. Members considered training and development that would enhance the committee's effectiveness. Members agreed priorities for the coming year, including a discussion on TEF and agreed to keep these under review.	
	Members reviewed the Committee's Terms of Reference (ToRs) and agreed they remain appropriate. Members were assured there were no updates to external guidance which required changes to the remit of HEPQ Committee ToRs.	
	Resolution: The HEPQ Committee approved the Committee's Terms of Reference for recommendation to the Corporation Board for approval.	
12	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 Corporation Board in the Committee Chair's Report. The following items were highlighted for inclusion:	
	<ul style="list-style-type: none"> • Update on completion of the restructure in HE. • Students experience update report and formation of the Student Experience and Curriculum Impact (SECI) group • World Skills activities and opportunities. 	
13	Any Other Business	
	There were no items of any other business.	
14	Date and Time of Next Meeting	
	The next meeting of the HE Performance & Quality Committee is scheduled for Wednesday 5 th February 2024, 5.30 – 7.30 pm, North Lindsey 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
25/11/24	4	The Assistant Principal HE (APHE) agreed to explore subjects for student presentations to the committee and liaise with the Clerk to arrange a presentation at a future meeting.	D Bown / S Harmon	March 2025