

MINUTES OF A MEETING OF THE FE PERFORMANCE & QUALITY COMMITTEE HELD ON 19th NOVEMBER 2025

Present

Angela Briggs	Governor
Sue Craggs	Governor
Ben Lawrance	Co-opted member (Chair)
Segun Odumoye	Governor

The quorum for the meeting was at least 3 External Governor Members (i.e. not Staff or Students). The meeting was quorate throughout.

In attendance

Phil Briscoe	Vice Principal Quality (Further & Higher Education)
Danny Fenwick	Deputy Principal
Sharon Harmon	Clerk to the Corporation
Julie Kaye	Vice Principal, EPYP
Patrik Knowles	Vice Principal, Adults & Apprenticeships
Rachel Maguire	Chief Operating Officer, People & Information

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

Item	Minute	Action
------	--------	--------

1 Apologies

Apologies for absence were received from John Rees (CEO and Governor), Rebecca Chamley (Staff Governor) and Mike Welsh (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.

There were no declarations of interest.

3 Election of Chair and Vice Chair

The Clerk informed members that the Chair of the committee's two-year term of office had passed. Members were advised that B Lawrance was nominated for a further two-year term of office as Chair of the committee. Members were asked to vote on B Lawrance's reappointment.

B Lawrance left the meeting for the voting on the appointment of the Chair.

Resolution: The FEPQ Committee elected B Lawrance Chair of the committee for a further two-year term office.

B Lawrance rejoined the meeting, and the Clerk confirmed his reappointment as Chair of the committee.

Item	Minute	Action
	<p>The Clerk informed members that as the former Vice Chair of the committee had now retired from the Corporation Board a new Vice Chair of the FEPQ Committee should be appointed. Members were advised that A Briggs was nominated for a two-year term of office as Vice Chair of the committee. Members were asked to vote on A Briggs' appointment.</p>	
	<p>A Briggs left the meeting for the voting on the appointment of the Vice Chair of the committee.</p>	
	<p>Resolution: The FEPQ Committee elected A Briggs as Vice Chair of the committee for a two-year term office.</p>	
	<p>A Briggs rejoined the meeting, and the Clerk confirmed the appointment as Vice Chair of the FEPQ Committee.</p>	
4	<p>Minutes and Confidential Minutes of the Curriculum, Quality and Performance Committee Meeting held on 11th June 2025 and any matters arising</p>	
	<p>The minutes and confidential minutes the Curriculum, Quality and Performance Committee meeting held on 11th June 2025 were agreed as a true and correct record of the meeting.</p>	
	<p>Matters arising</p>	
	<p>The Chief Operating Officer, People & Information provided members with an update on the confidential item.</p>	
5	<p>Committee Risk Register Review</p>	
	<p>The FEPQ Committee received the Group Risk Register. Members reviewed the strategic risks relating to FE curriculum and quality for which the FEPQ Committee has responsibility for oversight. Members reviewed and considered updates to controls, assurances, mitigations and planned actions. Members were assured by progress against planned actions and newly implemented actions. Members noted there was no movement in the residual risk scores. Members were assured the residual risk scores for each risk remain within the target risk scores. Members were satisfied that the risk ratings for each risk remain appropriate.</p>	
6	<p>FE Performance Report</p>	
	<p>The Deputy Principal (DP) presented a FE Performance report providing a review of the 2024/25 academic year curriculum performance and an update on curriculum performance and quality activities for 2025/26. Members noted and discussed the contents of the report.</p>	
	<p>The DP presented the Curriculum Accountability Framework (CAF) for FE curriculum areas. The DP explained that the CAF had been developed to ensure more rigour and accountability at course level to ensure more students have a positive experience and go on to positive destinations. Members noted the CAF had been produced in consultation with leaders and managers at CLEF. Members were advised that staff were consulted and received training on the CAF during the staff development week in July 2025. Members were assured that the CAF was evidence driven using hard data. The DP explained the process for inputting and reviewing data, monitoring KPIs and tracking performance,</p>	

Item	Minute	Action
	<p>identifying risks and areas for improvement, and agreeing mitigations and actions. The DP reported that feedback and engagement from staff has been positive.</p>	
	<p>Members asked how judgements are made to identify learners at academic risk and how these judgements are moderated. The DP explained the process for identifying learners at risk of non-achievement and how judgements and metrics are moderated. The DP explained the supports in place for learners at risk of non-achievement. Members discussed the tracking and benchmarking of attendance and achievement data. Members discussed and confirmed the process for target setting and tracking progress against targets. Members discussed how data is analysed and used. Members asked whether the CAF monitored data between sites. The DP confirmed that the data in the CAF is delineated by site.</p>	
	<p>Members agreed the CAF was a helpful tool for monitoring performance and providing evidence-based insights to ensure quality of teaching and learning and drive improvement across curriculum. Members were assured that the new CAF will capture the impact of teaching and learning on students in a much more systematic and supportive way, enabling better mobilisation of resource to support, improve and share good practice.</p>	
	<p>Members reviewed and discussed the areas for improvements and enhancements identified based on 2024/25 performance. Members were assured by planned actions to support improvement.</p>	
	<p>The Vice Principal, EPYP and the Vice Principal, Adults & Apprenticeships provide the committee with an update on performance across EPYP, Adults and Apprenticeships covering student numbers, attendance, risk, quality activities and general curriculum matters.</p>	
	<p>Members noted and discussed the update on student numbers. Members were assured that student numbers overall were good. Members were further assured by strategies to increase recruitment and strengthen retention.</p>	
	<p>Members noted that attendance across provision was overall good and improving, but still below target in some areas. Members were assured by strategies and planned actions to improve attendance.</p>	
	<p>Members noted and discussed the updates on risk to achievement and quality activities and were assured by supports in place for learners and ongoing quality activities.</p>	
	<p>Members noted the updates a general curriculum matters across provision and were pleased to note that a DNCG apprentice has been named Apprentice of the Year at the Global Offshore Wind Awards 2025. Members noted that among their notable achievements, the apprentice led a biodiversity project that saw the release of thousands of juvenile lobsters into the Triton Knoll wind farm, supporting marine ecosystem regeneration. Members further noted that the apprentice is also driving an important initiative to ensure female-specific Personal Protective Equipment (PPE) is available for women working aboard offshore vessels, addressing a key gap in safety and comfort within the sector. Members were impressed by the achievement and recorded their congratulations.</p>	
	<p>Members were assured that curriculum is performing well overall.</p>	

Item	Minute	Action
------	--------	--------

7 Self-Assessment Report (SAR)

The Committee received and considered the draft DNCG Self-Assessment Report (SAR) 2024/25. The Vice Principal Quality (Further & Higher Education) (VPQ) provided an overview of the self-assessment process and thanked governors for their attendance at the governance self-assessment panels. Members were assured that the self-assessment document has been through a rigorous process of both internal and external scrutiny, in line with the SAR Timelines document previously presented to the committee.

Members noted that the College's performance is mapped to the still current, but outgoing, Education Inspection Framework. Members were advised that in the new calendar year the College's performance will be mapped to the incoming Ofsted inspection framework. Members noted that the College was inspected by Ofsted in January 2025 and was given an overall effectiveness grade of 'good.'

The VPQ provided a presentation highlighting key strengths and areas of improvement identified within the SAR. Members noted that the SAR includes a summary of the curriculum self-assessment grades that underpin the overall judgements made. Member reviewed the summary of the proposed grades noting that the overall evaluated effectiveness grade for DNCG is good.

Members reviewed the report and discussed the strengths and areas for improvement. Members discussed the reported decrease in Maths and English high-grade achievement. Members discussed the context and factors impacting achievement in Maths and English and acknowledged the importance of recognising incremental progression achieved alongside high grades. The DP outlined plans to review Maths and English provision and set out an action plan to improve outcomes.

Members discussed provision for students with High Needs. Members noted that Ofsted inspected the College in January 2025 and judged the High Needs provision to Require Improvement due to smart target setting, relating to EHCP outcomes, not being significantly broken down into measurable outcomes and recorded on the system. Members noted a minority of Teaching and Learning was observed as not being up to the required standard. Members noted that in response to this, a rapid action plan to support improvements was put in place which has effectively led to improvements and outcomes for learners in achievement, progression and positive destinations. Members noted the self-assessment judgement for provision for students with High Needs is Good.

Members discussed the Meeting Local Skills Needs measure noting a judgement of Reasonable Progress. Members discussed what measures could be taken to improve to achieve Strong Progress going forward.

Members agreed that overall DNCG is performing well against the Ofsted criteria and were assured that students are getting a great experience and teaching and learning is of high quality.

Members noted that once the self-assessment document has been approved by the Corporation Board, it will be shared with staff and students and uploaded on to the Ofsted provider portal.

Resolution: The FEPQ Committee approved the draft DNCG Self-Assessment Report 2024/25 for recommendation to the Corporation Board or approval.

Item	Minute	Action
8	<p>Student Services Report</p> <p>The Chief Operating Officer, People & Information (COOPI) presented the Student Service report. The COOPI explained that the Student Service report would be presented to the FEPQ committee for oversight going forward. The COOPI advised the committee that the further widening of Student Services from September saw Digital & Academic Services and SEND/ALS areas joining. Members noted that this expansion in portfolio brings almost all student facing functions together to support the cohesive end to end support for students.</p> <p>The COOPI reported that measures within the Student Services area & teams help to ensure students are supported sufficiently to carry out their planned learning, in addition to delivering statutory obligations. Members were assured that this helps students to embark and stay on programme, achieve, keep safe and progress onto a positive destination.</p> <p>Members reviewed and discussed the Student Services report covering activities in the Safeguarding, Wellbeing & Counselling, SEND, ALS & Inclusion, Student Experience, Student Services - Personal Development (PD), Digital & Academic Services and Customer Services & Student Finance teams.</p> <p>Members noted that across all areas, student support services are responding proactively to increased demand, evolving needs, and strategic priorities. Members discussed the challenging work of the Safeguarding, Wellbeing & Counselling teams and asked about the ongoing resilience of the teams. The COOPI outlined supports in place for all members of staff dealing with challenging situations. Members agreed that continued investment in staffing, systems, and outreach will be essential to sustain progress and ensure equitable access to support across DN Colleges Group.</p> <p>Members noted the contents of the Safeguarding Annual Report 2024/25 and noted that reporting for 2025/26 will be periodic throughout the year, providing updates in year. Members asked about the use of CPOMs and the COOPI provided a detailed overview of how CPOMs is used and how reports on CPOMs are followed up.</p> <p>Members noted and discussed the numerous enrichment opportunities and supports provided to students. Members agreed that Student Services plays a vital role in supporting students' academic success, personal and social development and overall well-being throughout their educational journey with DNCG. Members thanked the COOPI for the comprehensive report and the Student Services teams for all their hard work and dedication.</p>	
9	<p>EDI Annual Report 2024-25</p> <p>Members agreed to defer the Equality, Diversity & Inclusion (EDI) Report 2024/25 to the next meeting of the FEPQ Committee.</p> <p>Action: The Clerk to include the Equality, Diversity & Inclusion (EDI) Report on the agenda of the March 2026 meeting of the FEPQ Committee.</p>	Clerk
10	<p>Review of Committee Performance 2024-25 and Terms of Reference</p> <p>Members were asked to consider the performance of the Curriculum, Quality and Performance (now FEPQ) Committee in 2024/25 measured against the Committee's Terms of Reference (ToRs). Members agreed that the Committee had met its responsibilities as set out in the ToRs for the Committee and that it</p>	

