

DN COLLEGES GROUP

CORPORATION HIGHER EDUCATION PERFORMANCE AND QUALITY COMMITTEE

Minutes of the Meeting held on 29 November 2017

1 Present

M. Keyworth (Chair), P. Adams, R. Hewson, M. Swales, A. Tyrrell, K. Walker

In Attendance: J. Charles, M. Butler-Holmes, A. Girvin, S. Johnstone, M. Lochran

2. Apologies A. Briggs, A. Monighan, M. O'Reilly, P. Senior, M. White

3 Chairmanship

It was proposed by A. Tyrrell and seconded by P. Adams that M. Keyworth be nominated as Chair. M. Keyworth accepted and took the Chair.

4 Declarations of Interests

Members were reminded to declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

5 Terms of Reference

Members noted the Terms of Reference for the Higher Education discussed in detail and approved by the Corporation Board at the Governors' Development Event on 27.11.17. It was noted that the HE Performance and Quality Committee had delegated authority to approve the Assurance Statement for HEFCE prior to being signed off by A. Tyrrell as the Accounting Officer.

6 Minutes

The minutes of the NLC HE Performance and Quality Committee meeting, held on 5.7.17 were approved as a true record.

7 Assurance Statement for HEFCE

MBH presented institutional level overview reports for the University Centres at Doncaster College and at North Lindsey College for 2016/17.

MBH explained that under the revised Operations Model for Quality Assessment in HE, HEFCE had placed an increased responsibility on Governors to provide an assurance statement signed by the Accounting Officer which reflected back on the previous academic year and confirmed

confidence in the continuous improvement of student experience and outcomes and the qualification standards were reliable and have been appropriately maintained. The HE Performance and Quality Committee had met for the first time in July 2017 to pull together a complex range of activities at North Lindsey College into a readable document in tabular format. A similar approach had been taken by A. Girvin for Doncaster College.

Members considered the reports which gave key headlines under the following sections

- Internal quality assurance and enhancement activities; MBH brought Members' attention to the base line requirements and the extent to which they are complied with
- External review processes
- Performance and results indicators
- Areas for development and good practice
- Student engagement
- Priority areas for development during 2017/18

The report summarised the key evidence sources which underpinned the reporting cycle during 2016/17. With reference to 2017/18, it was noted that new programmes will be developed in a collaborative way. A joint development plan for the University Centres will be ready for consideration at the next meeting.

One accountability return will be submitted for the DN Colleges Group.

Work is ongoing to prepare a formal dashboard presentation for future meetings to address all the metrics HEFCE are currently publishing. HEFCE will be replaced in the next few months by the Office for Students.

MBH

Members were informed, in answer to questions, about the student engagement programme and support for students undertaking research. There were three categories i.e. completed & achieved; completed not yet achieved and not completed & not achieved. Targeted support was given to individuals to engage in an action plan to move them all to completed & achieved.

It was established that, as requested by Governors, a series of training sessions on Teaching Excellence Framework (TEF) and Annual Provider Review (APR) requirements would be arranged prior to the HE Performance & Quality Committee meetings. Guest speakers from Cognate Areas at both University Centres will also be scheduled to speak to the Committee.

Clerk

AG added that, with reference to the Doncaster College University Centre, the recent move to the Hub had improved Wi-Fi and learning resources. Working groups are currently considering the networks and it was likely that more investment will be made towards further improvement.

After consideration, the Accountability Return to HEFCE was approved for signature by A. Tyrrell as the Accounting Officer.

P. Adams left the meeting at this point

8 **DN Colleges Group University Centres' Joint Priorities 2017/18**

MBH presented an overview of the start of 2017/18 and key priorities for the remainder of the academic year. The impact will inform the emerging University Centres' Development Plan proposed to be introduced from January 2018.

Specific bullet points of note within the report were:

- Recruitment 2017/18: both colleges exceeded recruitment targets c2,000 students across the DNCG
- Confirmation has been received from HEFCE that DNCG, based on HEIFES16 data placed 6th largest nationally in the College-based Higher Education sector
- A DNCG Higher Education institutional transition plan was devised in August 2017 covering all areas of activity to be addressed prior to/immediately on 1 November 2017; currently being updated as version 4
- The National Students Survey 2018 will present the first significant challenge during 2017/18 as there will be just one survey. The performance gap across both colleges is wide. A working group for the NSS has been established to develop an action plan with activities focused upon agreed targets to be agreed by the end of the Autumn term.
- HEFCE will conduct one Annual Provider Review (APR) for the DNCG during January-March 2018. This will see the merging of both College's individual metrics. The 2016 metrics for each college were attached to the report for information
- Ongoing review of academic arrangements for managing and monitoring the quality of the student academic experience and the management and maintaining of academic standards will result in a workplan to align reporting arrangements from programme level through deliberative structures.
- Curricular developments, particularly in relation to Higher level and Degree Apprenticeships and overall curricular review exercise.
- Scholarship strategy to be agreed
- University of Hull Joint Development Board and Sheffield Hallam University Strategic Group meetings, currently held separately, to merge and provide focus on DNCG
- Recruitment plan for 2018/19
- Development of in-house metrics for SLT and Corporation reporting reflecting the HEFCE published metrics: recruitment; retention; non-continuation; differential degree outcomes; higher grades.

Work had already begun with UCAS to change institution names and codes and consideration was being given to policies, particularly around consumer

protection; revised policies will be uploaded onto the website as soon as possible.

MBH presented the transitional plan for DN Colleges Group Higher Education which identified the key areas of activity to be addressed during the transitional year:

- Funding and data reporting
- Academic governance
- Annual reporting
- Published information and consumer protection obligations
- Awarding body arrangements
- Recruitment 2018
- External surveys and published metrics

The report summarised the update on actions as at 20 November 2017.

In response to questions, it was noted that consultation is ongoing regarding the regulatory framework which will be in place next year. There were currently no plans to enter TEF 3 because the methodology to amalgamate the scores was complicated.

9 **Date of Next Meeting**

Monday 26 February 2018, at The Hub, Doncaster

Date	Item	Action Point	Who	When
5.7.17	7	<p>Work is ongoing to prepare a formal dashboard presentation for future meetings to address all the metrics HEFCE are currently publishing.</p> <p>As requested by Governors, a series of training sessions on Teaching Excellence Framework (TEF) and Annual Provider Review (APR) requirements would be arranged prior to the HE Performance & Quality Committee meetings. Guest speakers from Cognate Areas at both University Centres will also be scheduled to speak to the Committee.</p>	<p>MBH</p> <p>Clerk</p>	<p>Feb 18</p> <p>Feb 18</p>