

DN COLLEGES GROUP

CORPORATION HIGHER EDUCATION PERFORMANCE AND QUALITY COMMITTEE

Minutes of the Meeting held on 27 June 2018

1 **Present**

M. Keyworth (Chair), A. Briggs, P. Grinell, A. Tyrrell, K. Walker

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

2. **Apologies** P. Senior, M. Swales, K. Walker

3 **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.

4 **Minutes**

The minutes of the HE Performance and Quality Committee meeting, held on 26.2.18 were approved as a true record.

5 **Action Points / Matters Arising from Minutes NLC**

Date	Item	Action Point	Action
29.11.17	7	The data dashboard is presented at every SLT meeting at North Lindsey but not yet at Doncaster. This will be in place for the next Academic Year. Carry forward.	MBH
		The Clerk to arrange series of training sessions on Teaching Excellent Framework and Annual Provider Review requirements to take place prior to the HE P&Q meetings. Guest speakers from specialist areas at both University Centres will be invited to address the Committee. (carried forward)	Clerk
26.2.18	10	The impact of the surveys will be discussed later in the meeting.	
		The issue of Doncaster University Centre students receiving emails for the NSS headed North Lindsey College had been resolved.	

11 The University Presence in Scunthorpe and the University City in Doncaster will be discussed later in the meeting.

6 Terms of Reference and Work Plan

The Terms of Reference had been previously agreed by the Corporation board; members were asked to adopt and own the ToR and work plan.

With the following amendments, the Terms of Reference were approved.

Item 2.6 to refer to the Chair of the HE Performance and Quality Committee.

Item 3.2, delete.

Item 3.3, reference to Staff and Student members to be ineligible for election as Chair or Vice Chair of the Committee to be deleted.

Item 3.4 remove reference to Vice Chair

Item 7.1 It was agreed that Risk Management should be an item on every agenda to ensure risks which are on the Risk Register and pertinent to the HE Performance and Quality Committee be considered at each meeting.

With reference to the Work Plan, it was noted that a HE P&Q meeting will be required prior to 1 December 2018 to ensure that the Annual Assurance Statement for the Office for Students (HEFCE) is approved in good time. MBH will work with the Clerk to ensure the Work Plan is populated to reflect the academic year.

With these recommendations, the Terms of Reference and Work Plan were approved.

7 Office for Students Registration Document

MBH presented a summary of the new regulatory framework for higher education and the processes which have been completed to date for the DN Colleges Group application for registration with the Office for Students (OfS). Two OfS Advisers have been allocated to conduct an analysis of the evidence and to support the Group registration. There are several conditions of registration (26 in total) which fall under the following headings:

- A. Access and participation for students from all backgrounds
- B. Quality, reliable standards and positive outcomes for all students
- C. Protecting the interests of all students
 - guidance on consumer protection law
 - student protection plan
- D. Financial viability and sustainability
- E. Good governance
 - Governing documents must uphold the public interest governance principles
 - Management and governance arrangements must be adequate and

effective

F. Information for students

G. Accountability for fees and funding

The four key documents produced to accompany the application were

1. Access and participation plan
2. Self-assessment, guidance on consumer protection law
3. Student protection plan
4. Self Assessment: Management and Governance

The outcome of the OfS assessment decisions will be confirmed during September 2018.

MK asked that all structure diagrams be checked for accuracy.

MK commented that the document had been very thoroughly prepared and thanked MBH.

8 University Centre at North Lindsey College

SJ presented an update on performance indicators in relation to higher education at the University Centre North Lindsey. Of particular note:

- Attendance as at 11 June 2018 is 85%
- Overall retention is currently at target (92%)
- Full time retention is currently performing 1% below target. Part time retention is currently performing 1% above target
- Overall completion and achievement is currently performing 8% below the 2017/18 target of 92%. Final predictions set at 94% (2% above target)
- full time completion and achievement is currently 11% below target. Final predictions set at 98% (3% above target)
- 293 full time applications made as at 8 June 2018 (target 436)
- 90% overall satisfaction for Higher Education Survey 2018. All subscales demonstrated significant improvements from previous academic year
- Institutional and programme level approvals/reviews have received positive outcomes with a variety of commendations.

Analysis of attendance will be continued to ascertain which tutors attract the greatest level of attendance in order to share good practice. In answer to a question, SJ explained the 'grey scale' of completed/achieved; completed/not achieved; not completed/not achieved and added that focus was concentrated on those who required assistance. Through debate and discussion it was established that predictions are realistic, based on the last 3 years' results and that progress panels monitored on a monthly basis to ensure data is accurate.

It was agreed that future reports will identify which university each programme is linked with.

9 University Centre Doncaster

AG presented an update on performance indicators in relation to higher education at the University Centre Doncaster. It was noted that the new management information system and dashboard will allow the presentation of information in a similar way to that presented currently by North Lindsey. Work is ongoing to improve target setting and to allow programme leaders to take ownership of the targets for monitoring purposes.

AG drew attention to the following within the report:

- Attendance overall is lower than target. The Built Environment programme is, however, slightly different from the other programmes in that operationally it is in FE and will be moved to HE from 1 August when it will be possible to more closely monitor. Programme leaders will identify those students dipping below 85% attendance and give the appropriate support.
- The student perception of modules is undertaken at 2 points in the year to gather quantitative and qualitative information. Feedback sessions, focus groups and programme committee meetings are also held to gather student feedback.
- Retention is above target at 94%. Monthly in-year retention reports are generated by the College's MIS and disseminated to Senior lecturers and Programme Leaders via the Director for HE. The dip in retention for Sports Science is being addressed through interventions and engagement on site.
- Full and complete data for completion and achievement will be established following the assessment pre-boards commencing 28 June
- KPIs for attendance, retention, achievement and classifications are the same for all programmes. Targets for recruitment are differentiated for each programme. A model of KPIs at programme level is being explored for 2018/19 to provide consistency across the Group.
- A higher number of firm acceptances had been received compared to the same time last year
- The NSS response rate was 79%. The NSS-style in house survey response rate was 59.5%. Overall satisfaction was 89.1%.
- Commendations had been received from the Partner Quality Enhancement review with the University of Hull.

In answer to a question, AG confirmed that the majority of programmes were with the University of Hull, one with Sheffield Hallam and the Masters programme was with the University of Cumbria.

MBH confirmed that the DNCG joint development board is now in place.

10 **DN Colleges Group University Centres Update**

MBH presented an update on the aspects of the DN Colleges Group HE transitional plan 2017-18 which remain relevant as at June 2018. These included

- Published information
- Academic guidance
- Portfolio developments
- Surveys and metrics
- The learning environment
- Institutes of Technology

It was noted that the Office of the Independent Adjudicator had published its Annual Statement to HE providers for the calendar year ending 31 December 2017. The DNCG annual statement was included in the report to Members. Data for the merged entity have been combined and show just 1 complaint received and closed by the OIA in relation to the previous Doncaster College. A deliberate step had been taken at North Lindsey to monitor the 'near misses' in recognition that there are many instances where early intervention leads to informal resolution.

There had been some discussion around the Leadership Foundation training for governors. The cost to the Group would be a subscription fee of around £2,000. This would be referred to the Search and Governance committee.

Clerk

It was proposed to introduced a new DNCG Higher Education Strategy Group which would meet before each HE Performance and Quality Committee.

With reference to the NSS, It was noted that there is an emerging risk in relation to a group of Doncaster Construction students who had been erroneously included in the sample; this was not apparent until after the final deadline for cleansing. A formal representation was made to the OfS which was unfruitful. An adverse impact is anticipated as there had been a history of significant dissatisfaction and the number of respondents to the survey exceeds the minimum threshold for subject level publication.

North Lindsey College is a partner in two successful applications for Institutes of Technology. The 360 Degrees Media development has strengthened the position for the DN Colleges Group to participate in both concentrating on Engineering and Industry, Construction, Digital and Creative Industries.

11 **University Campus / University City**

AVT said that further information would be made available via her report to the Corporation Board on 4 July 2018. With reference to the University City project in Doncaster, there had been little progress recently. A Doncaster wide HE Prospectus is being developed which included the High Speed Rail

College and University Centre Doncaster; this will be launched shortly.

In North Lincolnshire, there have been discussions with the Council regarding a university presence in the town centre. Recent consideration has been given to the Civic Centre. The Corporation Board will be asked to give approval in principle to give consideration to a number of options around the University Presence in the Civic Centre, i.e. to undertake further discussions with the council and developers

12 **Date of Next Meeting**

To Be Confirmed

Date	Item	Action Point	Who
29.11.17	7	The data dashboard is presented at every SLT meeting at North Lindsey but not yet at Doncaster. This will be in place for the next Academic Year. Carry forward.	MBH
		The Clerk to arrange series of training sessions on Teaching Excellent Framework and Annual Provider Review requirements to take place prior to the HE P&Q meetings. Guest speakers from specialist areas at both University Centres will be invited to address the Committee. (carried forward)	Clerk
27.6.18	10	There had been some discussion around the Leadership Foundation training for governors. The cost to the Group would be a subscription fee of around £2,000. This would be referred to the Search and Governance committee.	