



MINUTES OF A MEETING OF THE HE PERFORMANCE AND QUALITY COMMITTEE HELD ON 28 NOVEMBER 2018

Present

Angela Briggs	Governor
Madeleine Keyworth	Governor
Paul Pascoe	Governor
Mark Swales	Governor
Anne Tyrrell	Governor

The quorum for the meeting was two Members.

In attendance

Maxina Butler-Holmes	Group Executive Director of HE
Mick Lochran	Principal, North Lindsey
Alan Girvin	Director of HE, DC
Steve Johnstone	Director of HE Programmes, NLC
Jo Garrison	Clerk to the Corporation
Jordan Wilson	HE Student (Observation only)

The meeting was held at North Lindsey College and commenced at 5.30 pm.

Item	Minute	Action
1	<p>Apologies</p> <p>Apologies for absence had been received from Ruth Brook and Paul Senior</p>	
2	<p>Declarations of Interest</p> <p>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.</p>	
3	<p>Appointment of Committee Chair and Vice Chair</p> <p>Members unanimously agreed M Keyworth's re-appointment as Chair of the Committee. Members were unable to reach a decision to elect a Vice Chair during the meeting, due to lack of Members. It was agreed that the Clerk would contact Members to request nominations for the Vice Chair role.</p> <p>Post Meeting note: Clerk's communication with Members confirmed R Brooks and M Swales withdrew from nominations for Vice Chair role. A Briggs agreed to take on the role of Vice Chair which Members have approved remotely.</p>	Clerk
4	<p>Minutes of the HE Performance & Quality Meeting held on 27 June 2018 and any Matters Arising</p> <p>The minutes were agreed as a true and correct record and signed by the Chair.</p> <p>Matters Arising:</p> <p>Item 7 (29.11.17) – the data dashboard presentation to SLT meetings at Doncaster – action closed</p> <p>Item 10 (27.06.18) – the Clerk had looked into the Leadership Foundation Training for Governors. The cost of a Group subscription would be £2,000 which is considered too high.</p>	Clerk

Item	Minute	Action
5	Review of Committee 2017-18	
	<p>Members were asked to review the performance of the Committee during 2017/18 and to consider any areas for improvement and training and development requirements. It was agreed the Committee has received highly detailed information. A request was made for further training on HE provision so that Members were better informed and assured.</p>	Clerk
	<p>The Terms of Reference for the Committee were agreed.</p>	
	<p>RESOLUTION: The Clerk would arrange a HE Provision training session for all Governors</p>	
6	Development of Workplan 2018-19	
	<p>Members were asked to review the Workplan for the Committee. Several revisions were suggested by members who also requested that the 2017/18 agendas should be reviewed to ensure any additional activities were included in the workplan. It was agreed that the Clerk would review the 2017/18 activities and revise the workplan in preparation for the next meeting.</p>	Clerk
	<p><i>A Tyrrell joined the meeting at 5.55pm</i></p>	
7	University Centres Annual Reports 2017-18 and Development Plans	
	a. North Lindsey College University Centre	
	<p>S Johnstone provided Members with an institutional level overview report for the University Centre at North Lindsey College for 2017/18. The report include oversight of:</p>	
	<ul style="list-style-type: none"> • Summary of principle internal quality assurance and enhancement, including self-evaluation processes • Summary of the subject areas/University Centre-wide portfolio which were reviewed by external bodies during 2017-18 • Key messages from the monitoring and analysis of performance indicators and other data, including feedback from students • Areas for development relating to performance and result indicators during 2018-19 • Priority areas for development or good practice identified because of external review processes • Role and nature of student involvement in review processes and student engagement specifically • Reflective overview of key findings from quality assurance reviews, including areas of strength and for further development; organisational learning • Planned/indicative partner-institution-led/University Centre review priorities for 2018-19 	
	<p>S Johnstone highlighted the drop in Bachelor Degrees with 2:1 results. M Swales pointed out that the sector has seen a drop as a whole of 2%. S Johnstone advised members that the National Student Survey (NSS) satisfaction levels have been 100% in some programmes and areas that require further improvement include Health and Computer Science.</p>	
	<p>Section 3 contained a summary of NSS 2018 satisfaction rates across all sub-scales for the collect and the group, compared to the merged TEF year 4 benchmark.</p>	
	<p>Members were presented with North Lindsey College HE Development Plan 2018-19 for information. An alphabetical monitoring system has been adopted to demonstrate progress at each formal review point.</p>	

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Following the publication of the revised Quality Code, a mapping exercise would be completed. The HEDP (HE Development Plan) is formally monitored at the Higher Education Board of Studies (HEBoS) throughout the academic year, then presented for approval at this Committee.

The HEDP has been revised to align with both external and internal priorities. Quality Assurance and Quality Management (strategic and external relationships) has been removed from this plan and will now be considered as a higher-level development plan which considers higher education at a DN Colleges Group level.

Resolution: Members approved the North Lindsey College University Centre annual report and development plan.

b. Doncaster College University Centre

A Girvin provided Members with an institutional level overview report for the University Centre at Doncaster College for 2017/18. The report included oversight of:

- Summary of principle internal quality assurance and enhancement, including self-evaluation processes
- Summary of the subject areas/University Centre-wide portfolio which were reviewed by external bodies during 2017-18
- Key messages from the monitoring and analysis of performance indicators and other data, including feedback from students
- Areas for development relating to performance and result indicators during 2018-19
- Priority areas for development or good practice identified because of external review processes
- Role and nature of student involvement in review processes and student engagement specifically
- Reflective overview of key findings from quality assurance reviews, including areas of strength and for further development; organisational learning
- Planned/indicative partner-institution-led/University Centre review priorities for 2018-19

A Girvin noted this was the first time that a HE Development Plan for the University Centre Doncaster has been produced. He raised concerns around accessing data from the new MIS systems and Members agreed it was a priority to improve the MIS system.

Resolution: Members approved the Doncaster College University Centre annual report and development plan.

A Briggs left the meeting at 6.55pm

8 Higher Education Strategic Priorities 2018-19

M Butler-Holmes provided members with an overview of the key priorities for the current academic year.

Start of year:

- Recruitment 2018-19: both University Centres exceeded recruitment targets. The funding return submitted to the Office for Students on 12 November included: 2088 students across the Group; when those on 'non-prescribed' courses were included, this totalled c 2200 Higher Education students, an increase of 10% on 2017
- The National Student Survey 2018 results were published in August. Although the performance gap across both colleges was 'flagged' with the merged metrics for 2017 at the November HEPQC meeting, the overall results were disappointing. As

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reported at the June meeting, the erroneous inclusion of some part-time students at Doncaster was anticipated to have an adverse effect. This has significantly affected the part-time metrics for the Teaching Excellence Framework Year 4 (TEF4)

Key developments and priorities:

- Office for Students (OfS) Registration: to respond to any conditions of registration and emerging requirements
- Develop and implement strategic approaches towards access to, participation in and progression through and from higher education (APP)
- Engagement with QAA developments as the designated quality body appointed by the OfS
- Arrangements for managing and monitoring the quality of the student academic experience and the management and maintaining of academic standards through deliberative structures.
- Higher Education Strategic Group to provide direction and inform the Higher Education strategy as part of the DN Colleges Group Strategic Plan
- Curricular developments and overall curricular review exercise within the context of awarding bodies
- Development of in-house metrics and data analysis for: recruitment; retention; non-continuation; differential degree outcomes; higher grades; graduate outcomes.
- Lincolnshire Institute of Technology developments (assuming successful outcome)

Members discussed the options presented by M Butler-Holmes of not entering the Teaching Excellence Framework Year 4. M Butler-Holmes advised that the erroneous inclusion of some part-time Students at Doncaster in the NSS had an adverse effect, which has significantly affected the part-time metrics. In addition, the merging of all of the TEF metrics (from the previous two separate colleges) for full and part-time Students presented a firm bronze picture. Members agreed with the recommendation from M Butler-Holmes to retain and hold the Silver Level TEF until June 2019 and then participate in the subject level TEF which would mean no TEF award until 2021. This will result in two years without a TEF award to allow the Group time to invest time and take deliberate steps to improve performance by 2021.

RESOLUTION: Members agreed the proposal.

9 Annual Assurance Statement for the Office for Students (OfS)

M Butler-Homes informed members the Annual Assurance Statement for the Office for Students requires Board approval but it is the delegated authority of the Committee to approve. Members were asked to approve that the reports which had been presented provide a robust evidence base to authorise the accountable officer to submit the return to meet the OfS 3 December 2018 deadline.

RESOLUTION: Members approved the Annual Assurance Statement for the Office for Students

10 Any Other Business

None.

11 Date and Time of Next Meeting

Monday 25 March 2019, 5.30 pm at Doncaster.

The meeting closed at 7.16pm

Jo Garrison
Clerk to the Corporation

Signed: (Chair)

Date:

Date	Action		Person responsible
26.06.18	10	the Clerk would investigate current position with regards to Leadership Foundation training and report to the Committee	Clerk
28.11.18	5	A request was made for further training on HE provision so that Members were better informed and assured.	Clerk
	6	Members were asked to review the Workplan for the Committee. Several revisions were suggested by members who also requested that the 2017/18 agendas should be reviewed to ensure any additional activities were included in the workplan. It was agreed that the Clerk would review the 2017/18 activities and revise the workplan in preparation for the next meeting.	Clerk