



MINUTES OF A MEETING OF THE HE PERFORMANCE AND QUALITY COMMITTEE HELD ON MONDAY 25 MARCH 2019

Present

Angela Briggs	Governor
Ruth Brook	Governor
Madeleine Keyworth	Governor
Ross Martin	Student Governor
Paul Senior	Governor
Mark Swales	Governor

The quorum for the meeting was four Members.

In attendance

Mick Lochran	Principal, North Lindsey
Kathryn Brentnall	Acting Principal, Doncaster College
Maxina Butler-Holmes	Group Executive Director of HE
Alan Girvin	Director of HE, DC
Steve Johnstone	Director of HE Programmes, NLC
Jo Garrison	Clerk to the Corporation
Pete Adams	Governor
Paul Grinell	Governor

The meeting was held in the Boardroom, Doncaster College and commenced at 4.15 pm (presentation) and 5.30 pm for the meeting.

Item	Minute	Action
1. HE Presentation	Members received a HE presentation to enhance their knowledge and expertise around higher education. Members thanked Alan Girvin and Steve Johnstone for the quality of the presentation. It was agreed that an hour's training session prior to each HE Committee would further help strengthen knowledge and expertise. Suggestions included strategic priorities, subject level TEF or progression and further study.	Clerk
2 Apologies	Apologies for absence had been received from Anne Tyrrell, Paul Pascoe, Charli Byrne.	
3 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.	
4 Minutes of a meeting of the HE Performance & Quality Committee held on 28 November 2018 and any matters arising	The minutes were agreed as a true and correct record and signed by the Chair.	

Matters Arising

Item 10 – (26.06.18) – Leadership Foundation Training was researched and fees confirmed to members, M Swales would ensure the Clerk is kept informed of any relevant information

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

to be circulated to members – item closed

Item 5 – (28.11.18) – HE Training was completed on 25 March 2019 – Item closed

Item 6 – (28.11.18) – the Committee Work plan had been revised and will be issued to members at next meeting – item closed

5 Office for Students Registration

Members were informed that the DN Colleges Group entry for the Office for Students (OfS) Register of Higher Education providers was received in November 2018. The OfS regulatory framework would come into force on 01 August 2019. There were no specific on-going conditions which were not satisfied at this time.

Enhanced monitoring had been applied to:

- Professional employment/post graduate study outcomes for full-time first degree students (both University Centres)
- As above for PGCE students (UCD)
- Continuation rates for part-time postgraduate and PGCE students (UCD)

In addition, the OfS noted performance below expectation emerging for the most recent year of data (2015-16) in relation to:

- Continuation rates for full-time other undergraduate and first degree students (both UCs)

The Access and Participation Plan had a requirement to reduce the gaps in continuation, attainment and progression. Additional resourcing would be required as the Higher Education infrastructure develops and strategic objectives realised over the period 2019-20.

Members were advised against condition E1, public interest as there is no further information around governance at this stage. It was recognised that increased knowledge is critical for the governing body to ensure they have the expertise.

Failure to develop and implement actions could impact on the quality of the student experience and the role of students as consumers.

M Butler-Holmes concluded that updates on progress against action would be provided on a regular basis through the deliberative structures.

6 University Centre Updates

a. North Lindsey

S Johnstone provided members with an update on performance indicators in relation to higher education at the University Centre North Lindsey (UCNL).

- Each Cognate Area Leader (CAL) had agreed key result indicators for their cognate area. These KRIs relate to recruitment, attendance, retention, achievement/success, progress/attainment and student satisfaction
- Cognate area targets aim to achieve those KRIs set at a University Centre for 2018-19
- Cognate area performance would be formally reviewed as part of the weekly HE Directorship Leadership team meetings
- Programme level performance would be monitored through cognate and programme

Item	Minute	Action
	<p>operational meetings as well as reporting into the Higher Education Quality and Standards Performance Group (QSPG)</p> <ul style="list-style-type: none"> • The National Student Survey (NSS 19) commenced at the beginning of February and will close on 30 April 2019. The HE Survey 2019 commenced 04 March and will be open for 4 weeks. • Additional Learning Support 	
	<p>Members were provided with an overview on the key result indicators and aspects of provision table, highlighting monitoring activity. A Briggs enquired how targets were generated and was informed they are generated internally. It was also requested for future reporting to see where the achievements come from. It was also noted that the previous academic year data would be beneficial to the reporting.</p>	SJ
	<p>b. Doncaster</p>	
	<p>A Girvin reported in-year performance of higher education programmes at the University Centre (Doncaster) (UCD). A Girvin highlighted business risks as set out in the Operational Risk Register for Higher Education:</p>	
	<ul style="list-style-type: none"> • Failure to develop and implement a responsive HE curriculum strategy and plan • Failure to provide individual learning opportunities that ensure fair access, opportunities for flexible participation, and learning and teaching strategies suitable to non-traditional HE learners • Failure to achieve financial viability and sustainability • Failure to ensure that high standards of learning, teaching and assessment (LTA) are achieved • Failure to provide and manage effective resources to support the best outcomes for students 	
	<p>Members were given an overview of key result indicators and aspects of provision table, highlighting monitoring activity. A Briggs raised the need to align the data and the requirement of a percentage indicator against performance as a target on the table for future reporting. A Girvin advised that the reporting of data to be aligned will be resolved when the data is presented from one system.</p>	
7	<p>Higher Education Strategic Priorities Development Plan 2018-19</p>	
	<p>M Butler-Holmes provided members with an update on progress against actions in each of the key areas of development identified within the 2018-19 plan. The monitoring scale indicates progress in most areas with no area presenting any concern.</p>	
	<p>Members reviewed the strategic priorities development plan, highlighting the University Partnerships, management and academic deliberative structures and drew members' attention to Department for Education approval for the UCNL name.</p>	
	<p>Members were advised that an update against the strategic priorities development plan would be provided at each committee meeting.</p>	MB-H
8	<p>Committee QIP</p>	
	<p>Members reviewed the Governance Quality Improvement Plan and agreed actions were on track. The Clerk would add an update on the HE training which had been undertaken prior to this meeting.</p>	Clerk
9	<p>Any Other Business</p>	
	<p>A Briggs informed members work is being undertaken to create a deep dive framework.</p>	

