

**MINUTES OF A MEETING OF THE HE PERFORMANCE AND QUALITY COMMITTEE HELD ON MONDAY 17 JUNE 2024**

**Present**

Angela Briggs	Governor
Ruth Brook	Governor (Chair)
Dan Fell	Governor
Sam Hewson	Student Governor
Emma Kirk	Staff Governor
John Rees	Governor (CEO)
Andrea Ward	Governor

The quorum for the HEPQ Committee is 40% of membership to include at least 3 external members. The meeting was quorate.

**In attendance**

Dan Bown	Director - Institute of Technology & Higher Technical Education (via Teams)
Rob Brown	Head of Quality Assurance & Regulation
Danny Fenwick	Deputy Principal
Sharon Harmon	Clerk to the Corporation
Jayne Kelly	Head of School, Business, Humanities and Professional Development

The meeting was held at UCNL and via MS Teams and commenced at 5.30 pm.

Item	Minute	Action
<b>1</b>	<b>Apologies</b>	
	Apologies for absence were received from Tina Greaves, Governor.	
<b>2</b>	<b>Declarations of Interest</b>	
	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.	
<b>3</b>	<b>Minutes of a meeting of the HE Performance &amp; Quality Committee held on 13 March 2024 and any matters arising</b>	
	The minutes of the HE Performance & Quality Committee held on 13 March 2024 were approved as a true and accurate record.	
	<b>Matters Arising</b>	
	The Director of Institute of Technology & Higher Technical Education updated on the process for capturing feedback from students upon withdrawal. Members noted that a pilot for gathering feedback and capturing themes is being explored.	
	The Deputy Principal reported that the completion of the APP was in progress and that the submission deadline will be met. The Deputy Principal confirmed that the final APP will be circulated to HEPQ committee for information. Members agreed the importance of accessing impact of support through the dashboard. Members asked about potential programmes and use of bursaries to attract wider participation	

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	<p>from former members of the armed forces. Members discussed partnership opportunity with the armed forces. The CEO agreed to explore potential partnership opportunity.</p>	
	<p>The Head of School, Business, Humanities and Professional Development reported that any issues with logins have been resolved and a robust process is in place to ensure students have access at the start of the academic year.</p>	
<b>4</b>	<b>Risk Register Review</b>	
	<p>Members received the Group Risk Register. Members reviewed the strategic risk for which the HEPQ Committee has responsibility for oversight. Members noted that the summary pages were not included for the risk. Members were provided with a verbal update on any changes to mitigations, planned actions and assurances. Members considered the residual risk score and noted this is currently within the target risk score and were assured this remains appropriate.</p>	
	<p><b>Action:</b> The Clerk to circulate the risk register with the risk summary page to the committee for information following the meeting.</p>	<b>Clerk</b>
<b>5</b>	<b>HE Performance Monitoring and Quality Improvement Plan Report</b>	
	<p>Members received the HE Performance Monitoring and Quality Improvement Plan Report. Members noted and discussed the contents of the report.</p>	
	<p>Members noted that overall attendance and retention across HE is strong. Withdrawals have reduced significantly across the group in comparison to previous year at the same data point. Students who had been identified at risk to fail the academic year will be supported during the resit period to maximise achievement potential. Forecast achievement is currently looking strong.</p>	
	<p>Members asked if forecast achievement is higher compared to the previous year. Members were advised that if forecast is achieved this would be an improved picture from the previous year. The Deputy Principal explained the various metrics and how these are reported to committees and the Board.</p>	
	<p>Members discussed students who had been identified at risk to fail the academic year and asked what the reasons were for them been at risk and if there were any trends that highlight underlying issues. The Head of School, Business, Humanities and Professional Development (HoS, BH&amp;PD) explained that there will be various reasons but were in the most cases related to external and personal circumstance and did not indicate any quality of teaching issue.</p>	
	<p>Members reviewed the HE Quality Improvement Plan noting updates on actions taken and progress against targets. Members noted strategies and activities to support learners with continued improvement in performance.</p>	
	<p>Members received a regulatory compliance update report on and noted update on all ongoing conditions of registration with the Office for Students.</p>	
	<p>Members noted that a mapping exercise is to take place across all Higher Education Quality Assurance procedures utilising the revised QAA Quality Code launched in June 2022. Members noted that a number of successful Programme Validation events have taken place with highly positive feedback from Awarding HEI's. Members discussed the national students survey.</p>	

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	<p>Members asked for more detail on programme validation. The Director of Institute of Technology &amp; Higher Technical Education explained the process and time scale for programme approval and programme validation.</p>	
	<p>Members were advised that a strategic curriculum re-structure and alignment to ensure clarity around roles and responsibilities as well as having a broader curriculum management structure with same levels and naming conventions of management across the organisation was currently underway. Members asked if a report on what has changed in the HE and the student support structure be shared with the committee.</p>	
	<p><b>Action:</b> The Deputy Principal to share report on HE restructures with the HEPQ committee.</p>	<b>DP</b>

## 6 Institute of Technology Performance Report

The Director of Institute of Technology & Higher Technical Education presented a IoT performance update report. Members noted and discussed the following highlights from the report:

- Recruitment targets set for the Lincolnshire IoT at UCNL have been met and there will be no clawback of funds.
- Lincolnshire IoT is entering the relicensing period. The next licensing period is for a 10-year period. Recruitment targets have now been submitted from 2024-29.
- The South Yorkshire IoT has now commenced year one and the workspaces at UCDon are now functional and utilised by students in Engineering, Animal Welfare Science and Construction
- Funding awarded to DNCG for the promotion and development of HTQs across the group through SIF 2.
- CPD programmes at UCNL have been disseminated across the IoT network with UCNL being the key partner for providing professional development within the Engineering field. This has been enabled through SIF 2 funding
- SIF 3 funding has been announced and will be bid for as a consortium in South Yorkshire. Awaiting further information for the approach across Lincolnshire. The HE Leadership Team and Senior Leadership Team are considering HTQ provision to include within the bids in alignment with the HTQ and Organisational Strategy.
- Degree apprenticeships are being developed that align with the IoT in Laboratory Scientist and Environmental Practitioner. Four other degree apprenticeships were included within the successful bid but are currently suspended from further development.
- UCDon has received the Anatomage Table which was launched on 20<sup>th</sup> May 2024. This cutting-edge technology has been funded by the SIF and will benefit IoT students in Medical Bioscience, Animal Science and on the HTQ in Health.
- A rationale has been submitted to DfE to further utilise monies available from the IoT. This is proposed to be in the form of new workspaces within the LRC at UCDon.
- Recruitment to Digital programmes at UCDon, September entry is looking very positive.

Members asked if there would be an opportunity for Governors to view the new Anatomage Table. The Clerk agreed to find an opportunity for Governors to view the new technology.

**Action:** The Clerk to arrange opportunity for Governors to view new technology. **Clerk**

Members congratulated the team on achieving strong recruitment.

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	<p>Members noted that the HE team has significantly enhanced its engagement with WorldSkills, reflecting the Group's commitment to excellence in technical education and student development. HE Engineering are actively working with WorldSkills to establish a partnership and host the national Renewable Energies Competition. Additionally, DNCG are leading three teams to participate in the national qualifier for the WorldSkills UK Automation Competition. Members agreed that this involvement provides students with invaluable opportunities to develop and showcase skills on a national stage, fostering technical expertise, confidence, and career readiness. Members agreed that these initiatives have a profound impact on the IoT curriculum; especially HTQs, as this drives innovation, enriched learning experiences, and alignment of the curriculum offer with industry standards. Members congratulated the team on this achievement.</p> <p>Members had a full conversation about strategic partnership opportunities.</p>	
<b>7</b>	<p><b>Committee Cycle of Business</b></p> <p>Members considered the committee's proposed cycle of business for 2024/25. Members agreed the cycle of business for the three meetings in the academic year 2024/25 for recommendation to the Board for approval.</p> <p><b>Action:</b> The Clerk agreed to explore opportunities for the committee to receive student presentations.</p>	
<b>8</b>	<p><b>Governance Development Plan</b></p> <p>Members reviewed the summer term update to the Governance Development Plan noting progress against targets for which the committee has oversight. Members were satisfied progress against targets was on track.</p>	
<b>9</b>	<p><b>Committee Chair's Report to Corporation Board</b></p> <p>Members considered the business of the meeting and noted key items and any changes to strategic risks identified for feedback in the Committee Chair's Report to the Corporation Board. Members agreed to highlight:</p> <ul style="list-style-type: none"> <li>• Increased retention and significant reduction in withdrawals.</li> <li>• Good Growth across HE</li> <li>• IoT Progress going well and engagement in World skills competition.</li> <li>• HE restructure</li> </ul>	
<b>10</b>	<p><b>Any Other Business</b></p> <p>Members thanked A Ward for her valued contribution to the committee as this would be the last meeting of the committee before A Ward stepped down from the Board on 31 July 2024.</p>	
<b>11</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Member noted that the date and time of the next meeting of the committee is to be confirmed.</p>	

The meeting closed at 7.25 pm

**Sharon Harmon**  
**Clerk to the Corporation**

Signed: ..... (Chair)

Date: .....

<b>TABLE OF ACTIONS</b>				
<b>Date</b>	<b>Minute</b>	<b>Action</b>	<b>Responsibility</b>	<b>Date Due</b>
17/06/24	4	The Clerk to circulate the risk register with the risk summary page to the committee for information following the meeting.	Clerk	June 2024
17/06/24	5	The Deputy Principal to share report on HE restructures with the HEPQ committee.	Deputy Principal	November 2024
17/06/24	6	The Clerk to arrange opportunity for Governors to view new technology.	Clerk	Autumn term 2024
17/06/24	7	The Clerk agreed to explore opportunities for the committee to receive student presentations.	Clerk	Autumn term 2024