

**Paper 1**

**Minutes of meeting of the Learning and Teaching Committee  
held on 10 May 2023 on Campus**

**Present**

Stuart Moir	Chair
Gary Husband	Board Member
Roddy Henry	Principal

**In attendance**

Kirsty Adamson	Depute Principal
Ingrid Earp	Board Governance Advisor (Minutes)
Annette Miller	Curriculum Manager

**Apologies**

Neil Hargraves	Holli Davison
Marlene Gill	Craig Ewing
Majella Sweeney	

#	Agenda item
<b>Part A – Opening Business</b>	
1.	<p><b>Welcome, Apologies and Declaration of Interests (Chair)</b> The Chair welcomed all members to the meeting and noted that it was Annette Miller's first L&amp;T meeting. Mary Slater, the newly in post Director of Operations and Business Development, was introduced before leaving the meeting.</p> <p>Apologies were received as noted above and the meeting was confirmed as quorate.</p> <p>There were no Declaration of Interests advised.</p>
2.	<p><b>Minutes of the previous meeting (Paper 1)</b> The minutes of the previous meeting held on 13 March 2023 were approved.</p>
2a.	<p><b>Action and Decision Log (Paper 1a)</b> All outstanding actions were noted as complete.</p>
3.	<p><b>Matters arising</b> There were no matters arising out with the agenda for the meeting and the action log.</p>
<b>Part B – For Decision</b>	
4.	<p><b>Assessment and Verification Policy (Paper 3)</b> The Curriculum Manager presented the paper and talked through the revisions that have been made to the previous policy. It was noted that item 4.1.5 and 4.1.6 have changed slightly since the paper was circulated to the Committee.</p> <p>For item 4.1.5 where a student has failed an assessment a third attempt is now being proposed other than the two currently allowed.</p> <p>Questions/Comments from by Members:</p>

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	<ul style="list-style-type: none"> <li>Is only two attempts common in these policies? A: yes but we are proposing a move to three attempts.</li> <li>How is discretion defined? Possibly add in that there is a broader discussion at a team meeting as well as the discretion of the lecturer. <b>Action LT04:B4 Curriculum Manager to amend this.</b></li> </ul> <p>For item 4.1.6 the extenuating circumstances form is to be added to the policy.</p> <p><b>Decision LT04:B4 Committee approved the policy subject to the amendment above.</b></p>
5.	<p><b>Safeguarding Policy</b> (Paper 3) The only points to note were that the name of the previous Principal was in one of the forms and that the Committee felt that it is important to keep safeguarding up to date and relevant for staff and that it should be undertaken regularly.</p> <p>The Board Secretary raised the matter of safeguarding training for Board Members being good practice, and important when Board Members are meeting with students.</p> <p><b>Action LT04:B5 Board Secretary and Depute Principal to agree best way to progress Board Member training.</b></p> <p><b>Decision LT04:B5 The Committee approved the policy and commended staff for the work done in this area.</b></p>
<b>Part C – For discussion</b>	
6.	<p><b>Student Representative Council (SRC) Report</b> (verbal) There were no students present at the meeting to provide an update on the SRC.</p> <p>The Depute Principal reported that an SRC meeting was held recently at which there was discussion about the current consultation process taking place. Although disappointed that such action was necessary the Depute Principal said she felt the students were supportive of the situation the College is in and were keen to raise this with local MPs etc.</p>
7.	<p><b>Key Performance Indicators and the Strategic Plan</b> (Paper 4) It is intended that the June Board will be looking at overall KPIs for the coming year and agreeing those which should be a priority, this is opportunity for the Committee to discuss the current KPIs and whether or not any amendment is required. It was noted that some of the current ones are easier to measure than others. The Depute Principal highlighted that the current KPIs are aligned to what is in the current College Strategy and that she finds this helpful in keeping track of progress.</p> <p>With reference to the strategic objectives the Committee agreed that the one that states ‘focus on need and demand’ should be refined, whose need and whose demand?</p> <p>Overall the Committee was happy with the progress being made and recognised that the papers that come to Committee all contribute towards assurance that there is clear progress being made towards achieving the strategic objectives relevant to this Committee.</p>
8.	<p><b>Depute Principal’s Report</b> (Paper 5) The Depute Principal talked through her report noting that Resident Assistants were still being sought. This is not a paid position but accommodation and food is provided.</p>

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	<p><b>Action LT04:C8 All Committee members to promote this opportunity through their networks.</b></p> <p>An accessibility review has been undertaken by a student who uses a wheelchair which has proved to be very informative. A number of small fixes have been identified and are in progress already. A main issue is access through the crypt door and work to remedy that is being planned for the new academic year.</p> <p>The new MIS system is working well, however there are a number of bugs that need fixing. All applications are now coming through the system, and it is hoped that the majority of fixes will be complete by the summer. Staff are generally happy to use the system but there have been concerns about how robust the data was prior to bringing in the system. The Depute Principal and Curriculum Manager indicated that the system gives reassurance and allows for accuracy checking and will be a great asset.</p> <p>The next HMI inspection is scheduled for the 23 May so a report from that will come to the next meeting.</p> <p>In the Student Satisfaction and Engagement Survey student satisfaction across the College is currently sitting at 96% which is a great achievement.</p> <p>The consultation process is continuing with regard to curriculum and staffing changes in the light of financial pressures. Committee members expressed concern re the pressure on senior staff and the availability of support for them. As a Committee and Board it was noted that all Members would be there for the senior staff with many Members having had similar experiences themselves. The opportunity to debrief and have some space and time to reflect is very important. It was agreed that the upcoming Chairs' Committee meeting would discuss this.</p> <p><b>Action LT04:B8 Board Secretary to add support for senior staff to the Chairs' Committee Agenda.</b></p> <p>The Committee Chair commended the Depute Principal on the great report and appreciated all the hard work that went into everything in it.</p>
9.	<p><b>Recruitment, Retention, Attainment and Progression Report (Paper 6)</b></p> <p>The Depute Principal reported that figures are looking positive and are slightly ahead of this time last year. The retention rate is currently 84% although there may be a couple of students who may leave and, of course, partial success cannot be included in this figure.</p> <p>An attainment tracker is now in place which is really helpful and enables all the information about one student to be in the one place.</p> <p>When asked the Depute Principal could not identify any particular areas of concern and the Chair thanked the Depute Principal for a clear and positive report.</p>
10.	<p><b>Enhancement Plan (Paper 7)</b></p> <p>The Depute Principal talked through the plan and the changes since the last meeting.</p> <p>The development of a robust quality assurance process has been moved from amber to green thanks to the work of the Curriculum Manager, as has the aim to improve accessibility thanks to the audit by the student and the resulting recommendations.</p> <p>The Committee again noted the generally positive report.</p>

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11.	<p><b>Quality Assurance Report</b> (Paper 8) A significant amount of work is being undertaken to ensure that the quality control processes are being improved and made more robust. The external verification from SQA now has all items coded green. The verifiers from SQA noted ‘the dramatic turnaround from last year to this’.</p> <p>The Committee felt much assured that there is lots of work going on and that much is going in the right direction.</p>
12.	<p><b>Risk Register</b> (paper 9) There had been no significant changes in the risks pertaining to the Committee although the Committee noted that from the commentary it would appear that any movement is going in a positive direction.</p>
13.	<p><b>Student Led Programme</b> The Depute Principal gave a verbal update on this with not a lot of change to note from the previous meeting. With a change in personnel in Scottish Government some ground may have been lost and it is not clear who will now be the contact person for this.</p> <p>The University of Sunderland have offered to be a research partner in this, should the work go ahead, which is very welcome.</p>
<b>Part D – For Information</b>	
14.	<p><b>Policies and Corporate Parenting Plan</b> This is not currently due for revision but will come to this Committee when it is.</p> <p><b>Action LT04:D14 Depute Principal to check when the Plan is due for revision.</b></p>
15.	<p><b>Curriculum and Student Experience Committee Minutes</b> (Paper 10) These were taken as read and it was noted that the inclusion of these in the Committee reports was welcomed.</p>
16.	<p><b>Open University (OU) Progression Leaflet</b> (Paper 11) This is the first time that the OU has undertaken this kind of activity with a college and the OU are scheduled in to come and talk to students towards the end of the academic year.</p> <p>The Committee noted and welcomed the production of the leaflet and what it represented.</p>
<b>Part E – Closing business</b>	
17.	<p><b>Any other business</b> <b>Committee Membership and Meeting Attendance</b> The Chair expressed concern that the staff Board Member and the student Board Members were not present at the meeting. Two new Student Board Members will be joining the Board next academic year and it was agreed that a clear and supportive induction for students should be established and that efforts should be made to arrange meetings at times that are convenient for students to attend.</p>
18.	<p><b>Dates of next meeting</b> Currently the date of the next meeting is 6 September 2023, however this is subject to change.</p> <p><b>Action LT04:E18 Board Secretary and Depute Principal to pick up re what’s the best timing in relation to start of term, production of papers, outcome agreement etc.</b></p>