

**Minute of meeting of the Learning and Teaching Committee
held on Wednesday 17 November 2022 at
College Campus and via Teams**

Present:

Stuart Moir	Chair
Craig Ewing	Elected Student President
Stuart Capperauld	Elected Staff Member (Support Staff)
Marlene Gill	Member, Board of Directors
David Hamer	Member, Board of Directors
Roddy Henry	Principal/Ex-officio

In attendance

Kirsty Adamson	Depute Principal
Pauline Donald	Board Governance Advisor, Interim (Minutes)

Apologies

Holli Davidson	Elected Student Vice President
Neil Hargreaves	Elected Staff Member (Curriculum)
Paul Lennon	Curriculum Manager

#	Agenda item
Part A – Opening Business	
1.	<p>Welcome, Apologies and Declaration of Interests (Chair)</p> <p>The Chair welcomed all members to the meeting.</p> <p>The Chair introduced and extended a specific welcome to the new Depute Principal, Kirsty Adamson, attending her first L&T committee meeting.</p> <p>The Chair also advised of the appointment to the Board of Directors of the Student President (Craig Ewing) and the Student Vice-President (Holli Davidson) both of whom will also be members of the L&T committee.</p> <p>The Chair welcomed and introduced the Student President, Craig Ewing advising also that the Student Vice-President had extended her apologies for 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>Minutes of the previous meeting held on 11 May 2022 (Paper 1) (P)</p> <p>The minute of the previous meeting held on 11 May 2022 was approved as a correct record subject to inclusion of Paul Lennon, Curriculum Manager in the list of those present.</p>
2a.	<p>Action and Decision Log (Paper 1a) (P)</p>

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	<p>The Committee reviewed the action and decision log as presented, noted for information the decision items, the completed items, and the status of the open actions.</p> <p>The committee noted the update to the remaining open action as follows:</p> <ul style="list-style-type: none"> • Enhancement Plan Update: Depute Principle will review and bring updated version to next committee meeting on 15 February 2023.
3.	<p>Matters arising</p> <p>There were no matters arising out with the agenda for the meeting.</p>
4.	<p>Committee Terms of Reference (Paper 1b)</p> <p>The Committee received the Terms of Reference as approved by the Board of Directors, June 2022.</p> <p>The committee noted that the Terms of Reference outlined the committee's role and remit as delegated by the Board of Directors and provides the framework to support the committee to deliver to its remit, further informed through an annual work program from which the agenda for each meeting is developed.</p> <p>The Principal advised that the two student Board Members will be supported to undertake their role as Board and Committee members through a tailored induction programme.</p> <p>The Committee received the Terms of Reference as presented.</p>
Part B – For discussion	
5.	<p>Depute Principal's report (Paper 2) (P)</p> <p>The Depute Principal introduced Paper 2 as presented advising that the report outlined activity that has taken place to date together with broad areas for future development.</p> <p>The committee noted the following:</p> <ul style="list-style-type: none"> • Paul Lennon, Curriculum Manager would be retiring from the college at the end of the year. The committee acknowledged the support and commitment that Paul had contributed to the college and the committee and extended their best wishes to Paul for the future. • A new Curriculum Manager had been appointed and is due to commence in post on 5 December 2022. • The high proportion of care experienced students at the college, the need for enhanced mentoring and the application for additional funding in collaboration with Edinburgh College and the HUB for Success. • Five bids have been submitted to the Shared Prosperity Fund and the outcome of these are awaited.

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	<p>The Chair extended his thanks to the Depute Principal in presenting a very clear and comprehensive report commenting that the information as presented demonstrated that the key issues being addressed directly corresponded to the committee terms of reference.</p> <p>The committee commended the quality of the report as presented and acknowledged the significant amount of work undertaken to date.</p> <p>The committee noted that the report will be submitted to the Board of Directors and agreed that there were no specific areas of concern to highlight to the Board.</p>
6.	<p>Quality Assurance report (Paper 3) (P)</p> <p>The Depute Principal introduced Paper 3 and supporting Appendix 1 as presented advising that the report presents the academic year-end review of learning and teaching across the mainstream curriculum.</p> <p>The committee noted the following:</p> <ul style="list-style-type: none"> • some of the figures as presented in Appendix 1 will be further amended prior to submission to the Board. • the challenges to obtain correct figures was highlighted. The introduction of the MIS system will significantly improve accuracy of data that can be provided. • the opportunities for students to engage in learning and teaching plans was acknowledged. • a key deliverable for the new curriculum manager will be to review and enhance the quality processes within the college. <p>The Chair advised that the report provided assurance to the committee that there was evidence of good practice across learning and teaching supported by oversight of quality through review and continuous improvement.</p> <p>The committee received the report as presented.</p>
7.	<p>Retention Report 2021/2022 (Verbal)</p> <p>The Principal provide a verbal update on the status of student retention levels which will be reported in the forthcoming Outcome Agreement that will be submitted to the Board.</p> <ul style="list-style-type: none"> • The Principal summarised the credit structure for the college advising that if the college failed to meet the credit target; the SFC would seek supporting evidence and justification as to the cause. • The Principal advised that retention levels in 2020/21 had been impacted by COVID and the necessity for off-site teaching with a projected more positive position in 2021/22 as a result of the return to on-site teaching. • The committee noted that retention levels are subject to review and scrutiny by HMIE, and the college needs to demonstrate preventative actions that deliver a positive impact on retention levels – all of which will be reflected in the detail included in the college Outcome Agreement.

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	<ul style="list-style-type: none"> The committee also noted the range of actions that have been taken to support students to continue with their students. This approach was also endorsed by the Student President who commented that student feedback was very positive, education support was excellent and that students had reported that they felt very supported. The Chair commented that hearing the voice of the students in this regard was very valuable. <p>In seeking how the committee could support management in this context, the Principal commented that the reports presented to the committee will reflect a framework of reporting, monitoring and review and the corresponding actions taken to address any challenges as well as identify opportunities for improvement; thus providing a framework that provides, firstly, assurance but which allows the committee to both scrutinise and to deliver to their oversight role.</p> <p>It was agreed that the committee would invite the college HMIE representative to attend the final meeting of the academic year, as an open and transparent approach, to evidence the collaborative approach between the committee and management.</p> <p>Action: L&T02: A01: HMIE representative to be invited to attend the final L&T meeting of the academic year.</p> <p>The committee noted the update received from the Principal.</p>				
Part E – Closing business					
8.	<p>Any other business</p> <ul style="list-style-type: none"> The Chair commented that the appointment of the Student Board Members (President and Vice-President) on the committee was very positive and offered his support to them or any pre-committee discussion should they wish to bring any items to the committee. The committee noted that the risks from the risk register as related to L&T will be presented at the next meeting. <p>Action: L&T02: A02: L&T risk register to be included as a standing agenda item to each committee meeting.</p>				
9.	<p>Dates of future meetings</p> <table border="1" data-bbox="422 1704 1161 1771"> <tbody> <tr> <td>Wednesday, 15 February 2023</td> <td>2.00pm – 4.00pm</td> </tr> <tr> <td>Wednesday, 10 May 2023</td> <td>2.00pm – 4.00pm</td> </tr> </tbody> </table>	Wednesday, 15 February 2023	2.00pm – 4.00pm	Wednesday, 10 May 2023	2.00pm – 4.00pm
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