

Paper 1

**Minutes of meeting of the Learning and Teaching Committee
held on 18 September 2024 on Campus**

Present

Stuart Moir	Chair
Jane Grant	Board Member
Roddy Henry	Principal

In attendance

Kirsty Adamson	Depute Principal
Julian Henderson	Curriculum Manager
Ingrid Earp	Board Secretary (Minutes)

Apologies

Simon Hoult	Board Member
-------------	--------------

Part A – Opening Business	
1.	<p>Welcome, Apologies and Declaration of Interests (Chair) Apologies were received from Simon Hoult.</p> <p>There were no declaration of interests.</p> <p>The Chair welcomed Julian Henderson, Curriculum Manager, to his first L&T meeting.</p>
2.	<p>Minutes of the previous meeting (Paper 1) The minutes of the previous meeting held on 15 May 2024 were approved.</p>
2a.	<p>Action and Decision Log (Paper 1a) The College HMI, Ian Beach, was invited to the October Board Meeting but has declined the invitation. It was agreed to hold off inviting him again.</p>
3.	<p>Matters arising There were no matters arising out with the agenda for the meeting and the action log.</p>
Part B – For Decision	
4.	<p>Annual Committee Report (Paper 2)</p> <p>Action L&T01:B4 Board Secretary to add link to minutes on the web pages.</p> <p>Action L&T01:B4 Board Secretary to add note along the lines of the Committee had discharged its duties and met its Terms of Reference.</p> <p>Decision L&T01:B4 Committee approved the Report for onward submission to Board.</p>
5.	<p>Committee Self-Evaluation (Paper 3) It was noted that the feedback is generally very good and would indicate that Members are confident that Committee functioning well.</p>

	<p>Action L&T01:B5 Board Secretary to provide links to training that is particularly relevant to this Committee.</p> <p>Decision L&T01:B5 Committee approved the paper.</p>
<p>Part C – For discussion</p>	
<p>6.</p>	<p>Depute Principal’s Report (Paper 3) The Depute Principal took the paper as read, highlighting particular items.</p> <p>The first item to note was that all results have been submitted by teaching staff with the industrial action being lifted. All results are in the system and there has been no impact on student progression.</p> <p>Regarding outcomes – this information is not yet available but it will be for the next meeting.</p> <p>For the new academic year there are 26 students in the SWAP NC class, 15 in rural skills and 15 in the HNC class (unfortunately there have been a couple of withdrawals in the HNC class). It appears to be a good group of students year although already there have been some significant safeguarding incidents. Teaching now starts at 9.30am which seems to be working well and has had a positive impact.</p> <p>There was some discussion and questions for the Depute Principal and the Chair thanked the Depute Principal for the detailed report.</p>
<p>7.</p>	<p>Risk Register Update (Paper 5) The Principal noted that there have been no significant changes to the Register submitted to the June Board. Board have to review all of the strategic risks as well as risk appetite annually and this will be done at the Board development day on 8 October.</p> <p>The risks around high-quality student experience are the most relevant to this Committee. There may be heightened risk because of the outcomes from last year so this will require close monitoring this year.</p> <p>For the other risk financial sustainability remains a concern although the forecast outturn for 2023-24 is positive and a balanced budget has been set for the current financial year. The financial environment is still very challenging; however the College is in a more stable position than other colleges.</p> <p>The organisation culture risk has been reduced given the pay award is now settled.</p> <p>Committee noted the Update.</p>
<p>8.</p>	<p>Quality Update (Paper 6) The Curriculum Manager talked through the paper.</p> <p>The Committee’s attention was drawn to some of the work going on in this area. The Curriculum Manager is focusing on building the team with a new term underway with new students. He reported that he is very impressed with his colleagues so far, finding them open and receptive to change.</p> <p>The External Verification (EV) report from SQA is excellent with three areas of good practice which is exceptional.</p> <p>Standardisation of processes and systems is also underway with a new quality process for learning and teaching being implemented, based on SQA process.</p>

	<p>A personal academic tutor has now been introduced. This is someone is a named person with primary responsibility for broader communication across the student cohort. It enables a clear pathway for communication with students and staff.</p> <p>Student and quality assurance drop-ins are being held now too.</p> <p>The Chair thanked the Curriculum Manager for a very useful report and commended all staff on the excellent EV report.</p> <p>The Principal added that it's fantastic to see the essential infrastructure for L&T starting to appear as this was much needed.</p>
<p>9.</p>	<p>New Tertiary Quality Arrangements (Verbal)</p> <p>The Depute Principal updated Members briefly on the changes to the quality arrangements and reporting. A more detailed report will be for discussion at Board in October. The new arrangements will impact on all colleges and universities as there is a move towards a single framework for all higher education. The Outcomes Framework will replace the Outcome Agreement</p> <p>QAA (Quality Assurance Agency) is now leading the quality arrangements for all tertiary education with a Tertiary Quality Enhancement Review (TQER) taking place once every six years. There will also be a Self-Evaluation and Action Plan (SEAP) that replaces the previous enhancement plan. Alongside this there will be an annual institution led quality review.</p> <p>There is clear focus on quality enhancement, ensuring best practice and more onus on institutions choosing the partners they engage with. This year will see the interim arrangements in place between the Outcome Agreement and previous self-evaluation and the new SEAP. The SEAP is due to be submitted 30 November, and there will also be an institution led quality review (ILQR) this year.</p> <p>Committee noted the change in reporting arrangements.</p>
<p>10.</p>	<p>Report from SRC</p> <p>The Depute Principal informed Committee that the Student Representative Council (SRC) for the current year is just getting underway with the office bearers appointed shortly. Once appointed the President and Vice-President will become the Student Board Members.</p>
<p>Part D – For Information</p>	
<p>11.</p>	<p>HMI Report (Paper 7)</p> <p>The latest HMI Report, which looked back over the previous year was very positive.</p> <p>Some, relatively minor, areas for development were noted and Committee asked if the Senior Team accepted these. The Depute Principal said they were satisfied with the items noted and that work is ongoing to address the areas highlighted.</p> <p>The Committee noted the positive areas of progress and the Principal was confident that all the areas for development would be addressed and it would be great for the Team to look back over the year and see what was actually achieved.</p> <p>The Committee asked that commendation of a great report with lots of positive areas be fed back to all staff.</p>

12.	<p>Student Support Internal Audit (Paper 8) The Report was discussed in more depth at the recent Audit and Risk Committee but the L&T Committee noted the report and the strong management responses submitted. All actions are now complete.</p> <p>Audit & Risk Committee accepted the report, however noted the unease among Senior Staff with the method of the audit and they way in which information was gathered by BDO, the internal auditor. This to be followed up at the Audit and Risk Committee.</p>
13.	<p>Minutes of the Curriculum and Student Experience Committee (Paper 9) It was noted that there is frequently quite a time lag between Committee receiving the approved minutes and the actual timing of the meeting. The Depute Principal suggested that perhaps the draft minutes could be circulated in future to try to avoid this happening.</p> <p>Action L&T01:D13 Depute Principal and Board Secretary to pick up timings re distribution of minutes.</p>
<p>Part E – Closing business</p>	
14.	<p>Any other business There were no items to discuss.</p>
15.	<p>Dates of next meeting The date of the next meeting is Wednesday 6th November 2024 at 3.30pm on Campus.</p>