

Paper 1

**Minutes of meeting of the Learning and Teaching Committee
held on 21 February 2024 on Campus**

Present

Stuart Moir	Chair
Gary Husband	Board Member
Simon Hoult	Board Member
Denise McNulty	Teaching Staff Board Member
Roddy Henry	Principal

In attendance

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

Apologies

Lauren Smith	Student Board Member
James Kernaghan	Student Board Member

#	Agenda item
Part A – Opening Business	
1.	Welcome, Apologies and Declaration of Interests (Chair) Apologies were received as noted above and the meeting was confirmed as quorate. There were no Declaration of Interests advised.
2.	Minutes of the previous meeting (Paper 1) The minutes of the previous meeting held on 8 November 2023 were approved.
2a.	Action and Decision Log (Paper 1a) No Members have informed the Board Secretary if safeguarding training has been undertaken elsewhere. It was agreed that the Board Secretary would circulate the link to the CDN training to all Board Members and it should be part of the overall Board remit to monitor this. Action L&T03:A2a Board Secretary to circulate link to training to all of Board. Action L&T03:A2a Depute Principal to contact HMI, Ian Beach, re joining the next Committee meeting.
3.	Matters arising There were no matters arising out with the agenda for the meeting and the action log.
Part B – For Decision	
There were no items for decision.	

#	Agenda item
Part C – For discussion	
4.	<p>SRC Report (Verbal)</p> <p>There were no students present to give a report but the Depute Principal reported that student engagement with the SRC is high this year and they tend to meet at least every two weeks.</p>
5.	<p>Depute Principal’s Report (Paper 2)</p> <p>The Depute Principal noted that the Curriculum Manager, Annette Miller, has resigned and will be leaving the College in the Spring. The Committee thanked Annette for all her input to the Committee and all the obvious work she has put into the College. The Principal said that Annette would be very much missed and had been a pleasure to work with. Recruitment for a replacement for Annette is ongoing.</p> <p>Congratulations were extended to Denise McNulty who has been appointed a sustainability mentor with Education Scotland (out with her NAC role).</p> <p>Neil Hargreaves, history lecturer, has resigned and the SLT are taking time to consider how best to use that funding/post in the light of the ongoing Curriculum Review. Neil’s contribution to the College was noted and the Committee thanked him for all his work.</p> <p>The Committee noted the positive updates on projects and partnerships, in particular the Y2K project with three out of the four students taking part in that now on the Prep for Learning course at the College with the fourth on a placement working in mechanics.</p> <p>The Curriculum Review is progressing well with Stuart Moir, Gary Husband and Simon Hout all joining a meeting with staff for a discussion. This was well received by all parties and the Board Members were thanked for their participation.</p>
6.	<p>Recruitment, Retention, Attainment and Progression Report (Paper 3)</p> <p>It was noted that the credit threshold has been reached and exceeded with a threshold of 822 credits and the actual now being over 900. The Principal said that although this shows the College is performing well there is no additional funding available for exceeding credit thresholds.</p> <p>Retention rate at present is lower than in previous years and it was noted that there are a number of students with specific requirements and needs this year which can be challenging. Having said that, the rate is 84% to date which is still high compared to the sector.</p> <p>Industrial action and staff sickness has had some impact on students but solutions have been put in place and actions taken to try to mitigate this in the future.</p> <p>The Depute Principal talked through the Enhancement Plan highlighting that some actions have now been closed and moved to the Curriculum Review project. It is a live document and is updated and referred to regularly. The Chair thanked the Depute Principal for the Plan and commended the work that was going into it.</p>
7.	<p>Risk Register (Paper 4)</p> <p>The whole Risk Register was presented to the Committee with a focus on the risks pertinent to Learning and Teaching Committee. Financial sustainability is still above the tolerance levels and is likely to stay that way for some time. Loss of key staff also remains a concern.</p> <p>Having no questions the Committee noted the update.</p>

#	Agenda item
8.	<p>Curriculum Review (Paper 5)</p> <p>The Depute Principal asked for feedback from Board Members who had attended the L&T staff meeting and who had participated in the discussion around Curriculum at that. Board Members said that after some initial hesitation on the part of staff the discussion opened up well and was considered, frank, open and enjoyable with the commitment and passion of staff clear. The Depute Principal will summarise the discussion and the feedback from the meeting and map the next steps. Restraints around resource and the practicalities of managing that is sometimes misunderstood but a change in the distribution of resource doesn't mean a reduction in resource. Board Members agreed with that and that innovation and review should be viewed in a positive way and not seen as a threat.</p> <p>There is a demand for a number of streams of activity NAC could deliver such as more FOLA but much is determined by funding.</p> <p>The Committee thanked the Depute Principal and staff for the work to date.</p>
9.	<p>Quality Update (Paper 6)</p> <p>The paper was taken as read. The Student Satisfaction Survey is almost ready to be sent out in March with results sent to SFC by mid-June.</p> <p>Members asked about results being affected by ASoS and the non-resulting stance being taken by EIS. The Curriculum Manager replied it was hard to tell at present if there is going to be an impact. Committee to be kept updated.</p>
Part D – For Information	
10.	<p>Minutes of the Curriculum and Student Experience Committee (Paper 7)</p> <p>The agreed minutes were not yet available.</p> <p>Action L&T03:D10 Board Secretary to circulate to Committee Members when approved.</p>
Part E – Closing business	
11.	<p>Any other business</p> <p>Members asked how recruitment of new Members was progressing. The Board Secretary said that six applications had been received with interviews being scheduled for a number of them in the near future.</p>
12.	<p>Dates of next meeting</p> <p>The date of the next meeting is 15th May 2024 at 3.30pm on Campus.</p>