

Paper 1

**Minutes of meeting of the Learning and Teaching Committee
held on 8 November 2023 on Campus**

Present

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

In attendance

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

Apologies

Marlene Gill	Board Member
James Kernaghan	Student Board Member

#	Agenda item
Part A – Opening Business	
1.	<p>Welcome, Apologies and Declaration of Interests (Chair) The Chair welcomed Lauren Smith to her first Committee meeting.</p> <p>Apologies were received as noted above and the meeting was confirmed as quorate. Unfortunately Marlene Gill will no longer be able to attend the Committee meetings, thanks were extended to Marlene for her contributions.</p> <p>There were no Declaration of Interests advised.</p>
2.	<p>Minutes of the previous meeting (Paper 1) The minutes of the previous meeting held on 20 September 2023 were approved subject to the correction to the spelling of Simon Hoult's surname.</p>
2a.	<p>Action and Decision Log (Paper 1a) Regarding the safeguarding training it was noted that if a Member has undertaken the training elsewhere this would be acceptable. Members to inform the Board Secretary of where and when the training was completed.</p> <p>Action L&T02:A2a Members to give Board Secretary info if they have completed safeguarding training elsewhere.</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	
There were no items for decision.	

#	Agenda item
Part C – For discussion	
4.	<p>Committee Terms of Reference (Paper 2) With a number of new Committee Members it was agreed at the previous meeting that it would be useful to go through the Terms of Reference to help familiarise new Members with the business of the Committee.</p> <p>How to liaise with Education Scotland and develop that relationship was discussed. It is common practice across the sector to invite the College HMI to at least one Learning and Teaching Committee meeting per year.</p> <p>Action L&T02:C4 Board Secretary liaise with Depute Director re inviting HMI to a meeting.</p>
5.	<p>Student Representative Council (SRC) Report (Verbal) The Student Member reported that the meetings of the SRC are going well and improving each time they take place. Feedback from new students has been positive with the feeling that staff are engaged and that everything is signposted well with additional help available if required. There have been some staff absences which have impacted on some students but on the whole, everything is very positive. The Principal thanked the student member for the report and acknowledged the staff absences with procedures being put in place to be able to handle such situations better in the future.</p> <p>The Chair noted that it was great to have Student Members on the Committee and welcomed the positive feedback.</p>
6.	<p>Depute Principal's Report (Paper 3) The report was taken as read with the Depute Principal drawing out some key items.</p> <p>The College currently has a vacancy for a 0.5fte psychology lecturer and the Depute Principal asked if Members could share this vacancy across their networks.</p> <p>There has been an unprecedented amount of staff and student absences due to sickness and the College recognised there had been some disruption to students but work is ongoing to make sure work is set in the absence of a lecturer, students are kept informed, catch up classes are scheduled and peer support groups are in place. Discussions are also taking place with QMU about having some of their Post Grad students as a back up for absences of any length.</p> <p>The College hopes to become the awarding body for the Scotland's first qualification for foster carers, working in collaboration with Foster Care Connect.</p> <p>Education Scotland will be undertaking a thematic review based around students with additional needs and will visit the College on 16th January. In answer to a Member questions it was noted that this is not a graded inspection but rather to gather information about best practice and sharing knowledge.</p> <p>It was noted that there had been a relatively short space of time between the Board Meeting and this Committee meeting for the Curriculum Review to get underway. In the short term it has been agreed to run a Prep for Learning and Work course starting in January 2024 with applications opening shortly. In the longer term data is being collected around SWAP courses and access programmes. Student focus groups will also be held looking at what brought them to the College and what they would like to do next. The evidence base is important to allow the Committee to scrutinise reports effectively.</p>

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	<p>The Principal thanked the Depute Principal for all the work in the report and the items that are ongoing such as the Curriculum Review.</p> <p>A first report from the Curriculum Review will be available in December and that will come to the February L&T meeting.</p> <p>The Chair noted that it was good to have a methodology and data to analyse with the Committee being assured that the Review will be carried out appropriately.</p>
7.	<p>Recruitment, Retention, Attainment and Progression Report (Paper 4)</p> <p>The Committee was informed that 13.4% of the current intake of students are care experienced which is significantly higher than a number of other colleges, Who Cares Scotland has been on site this week to deliver training around working with care experienced students.</p> <p>The credit threshold will be met and retention figures are looking positive to date. The final outcomes for the last academic year are now complete (delayed due to Action Short of a Strike) and the College had an overall completion rate of 77.8%, 15% higher than the sector average for that year.</p> <p>The Principal said the College was, quite rightly, proud of its excellent success rate with the success rate for care experienced students also being higher than the sector average.</p> <p>The Committee noted the report and extended congratulations to everyone for the great results. A Member said that clearly the team are doing something right, in particular for care experienced students and it would be interesting to know what this is, or might be. It could help Board inform the decisions they make and may also be a possible research project with partners in the future.</p>
8.	<p>Risk Register (Paper 5)</p> <p>The format of the Register will change going forward, pending Board approval but at the moment the Register was presented in the existing format. Some items have been amended slightly.</p> <p>The Committee noted the report and had nothing to add.</p>
9.	<p>KPIs and Strategic Objectives (Paper 6)</p> <p>A lot of the KPIs pertinent to this Committee are set by SFC and Scottish Government. The 2023/24 KPIs have been based on the actuals for 2022/23. This year the credit allocations have changed and the College has a reduced credit threshold. It was noted that some of the KPI targets have been set after the students have joined the College and may be adjusted due to the challenges facing some of the students. A Member asked about this and why it was decided this should be the route to take. The Depute Principal assured the Committee that a five-year span of results is scrutinised to allow for any trends or patterns to emerge. The Committee agreed with the targets as laid out in the paper as a satisfactory way to assess and measure performance whilst noting that using statistical data to assess success in education is not always ideal. The Principal noted that having the data did allow for a more in depth look at what sits behind the numbers.</p>
10.	<p>Quality Update (Paper 7)</p> <p>The paper was taken as read and it was noted that this early in the year there is not a lot of information available. Other colleges have provided input into some of the internal verification required due to the staffing shortages which has worked well.</p> <p>The Committee thanked the Curriculum Manager for the paper.</p>

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11.	<p>Committee Self-Evaluation (Paper 8) The responses to the self-evaluation were very positive although a small number of Members had completed the return. It was agreed that self-reflection is important in keeping the Committee aware of its primary responsibilities.</p>
Part D – For Information	
12.	<p>Skills Development Scotland (SDS) Partnership Agreement (Paper 9) It was agreed that it was positive to see this being formalised.</p>
13.	<p>Student Collaborative Agreement (Paper 10) Although still in draft form this is nearing completion and will be signed off this week. Members noted that it was great to see and hear a strong student voice across the College with the development of this agreement codifying good practice.</p>
Part E – Closing business	
14.	<p>Any other business Members noted that the detail and depth of the papers was welcome and enabled Members to gain a clear understanding of activity and issues in the learning and teaching area. The Student Member was asked if there was anything the Committee could do to help enable more or better student engagement. The Student Member felt the Committee is already very approachable and they would feel able to raise matters at the meeting should they need to.</p>
15.	<p>Dates of next meeting The date of the next meeting is 21st February 2024 at 3.30pm on Campus.</p>