

Paper 1

**Minutes of meeting of the Learning and Teaching Committee
held on 21 May 2025 on Campus**

Present

Stuart Moir	Chair
Salima Gumede	Student Board Member
Lee Ryan	Student Board Member
Jane Grant	Board Member
Zoi Zompopoulou	Teaching Staff Board Member
Roddy Henry	Principal

In attendance

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

Apologies

Susanne Schulz	Board Member
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Part A – Opening Business	
1.	Welcome, Apologies and Declaration of Interests (Chair) The Chair welcomed everyone to the meeting noting apologies had been received from S Schulz. There were no declaration of interests.
2.	Minutes of the previous meeting (Paper 1) The minutes of the previous meeting held on 19 February 2025 were approved.
2a.	Action and Decision Log (Paper 1a) All action on the log are complete.
3.	Matters arising There were no matters arising out with the agenda for the meeting and the action log.
Part B – For Decision	
4.	Student Appeals Policy (Paper 2) With a number of policies for approval at this meeting the Depute Principal informed Members that there is student consultation with all policies and all policies now align and comply with requirements of external bodies where appropriate. The Chair said that on reading the policies presented and those that had come previously to Committee he felt that the Committee was being assured that due attention is being paid to this area and new policies are being introduced where needed with all relevant consultation and discussion taking place. It was agreed that the policy is clear, concise with no jargon and can be easily understood by both staff and students. Decision L&T04:B4 Committee agreed the Student Appeals Policy.
5.	Fitness to Study Policy (Paper 3)

	<p>The Depute Principal noted that this is a new policy for the College and acts as an important safety net for both staff and students. Student Members felt that the introduction of this policy was a positive move and that the student voice has been listened to and that the College cares about the students. It was also agreed that the policy is non-judgemental in that it might just not be the right time for a person to enter College and that particular route not for them at that point in their lives.</p> <p>Discussion took round the fitness to study panel which has listed four members of staff as being required to be present. It was felt that this number could be intimidating or overwhelming for a student although it was recognised that they had all been included because they could bring something to the panel discussion having been part of the student's time at the College. It was also noted that the location of the panel meeting should be considered, for example, not too formal setting.</p> <p>Action L&T04:B5 Principal and Depute Principal to consider the constitution of the panel and report back to the Committee on the outcome.</p> <p>Decision L&T04:B5 Pending the outcome of consideration of the panel the Committee approved the Fitness to Study Policy.</p>
6.	<p>Safeguarding Policy (Paper 4) This was a very light touch review of the Policy which had been extensively reviewed in previous years. There were no comments and it was agreed to move review of this policy to every two years.</p> <p>Decision L&T04:B6 Move review of Safeguarding Policy to every two years.</p>
7.	<p>Student Attendance and Progression Policy (Paper 5) This policy has undergone a major revision with a much increased emphasis on student support and support for engagement. This approach was welcomed by the Committee.</p> <p>A question was asked about logging and addressing attendance. The Depute Principal said that it largely depended on the class with sometimes it being the lecturer that would do that and at other times the student welfare team. It was suggested that perhaps reference could be made to the fitness to study policy and vice versa, this was agreed.</p> <p>Decision L&T04:B7 The Student Attendance and Progression Policy was approved.</p>
8.	<p>Malpractice Policy (Paper 6) Much of the wording of this policy is dictated by SQA guidance and is not within the scope of the College, or Board, to change. A Member asked about the inclusion of anonymous reporting, it was noted that it is not a requirement from SQA and the Student Council were against it so it wasn't included. Another Member asked if students were made aware of plagiarism and regulations around it. The Student Members assured the Committee that they are made aware of this a number of times and is discussed widely as part of some of the courses.</p> <p>Decision L&T04:B7 Committee approved the Malpractice Policy.</p>
9.	<p>Student Disciplinary Policy (Paper 7) This is another policy which has undergone a significant rewrite this year with an emphasis on a supportive and restorative approach. Student Members said the changes to the policy were welcomed, that they felt it was supportive and made clear to students what is expected of them during their time at the College.</p> <p>Decision L&T04:B9 Committee approved the Student Disciplinary Policy subject to the correction of the typo in item 4.</p>

Part C – For discussion	
6.	<p>Student Representative Council (SRC) Report (Verbal) This was the last meeting for the current Student Members as they leave the College this summer. They were thanked for their huge contribution to the SRC, the Board and the Learning and Teaching Committee and wished the very best for their future studies.</p> <p>They said that being on the Board had been an interesting learning experience for them and being President and Vice President of the SRC had given them opportunity to make some positive changes in the College and leave a legacy for future students to build on.</p> <p>They had found the College very supportive and that it gave students a sense of belonging and self-worth with them leaving College having achieved things they might never have thought possible before joining it. They felt that everyone at the College wants all students to succeed and leave feeling positive about the future. Both students gave inspiring and honest accounts of their College journey for which they were thanked. The Chair noted that if ever an endorsement about the positive impact of the College were needed then the Committee had just heard it, with another Member thanking the students for their personal and powerful statements and for being model Student Board Members.</p> <p>The Principal noted that he is very proud of all staff and students at the College and also thanked the Student Members for their significant contribution to College life this year.</p>
7.	<p>Depute Principal's Report (Paper 8) The report was taken as read with the Depute Principal drawing out some key areas.</p> <p>Application numbers for the SWAP Social Sciences NC course are continuing to fall, a trend seen across the sector. A further review of the curriculum provision (following on from the work already done) will be required sooner rather than later to address this. New courses in criminology, child development and narrative in film and fiction will be introduced for the new academic year. Lecturers are in place for each of these new courses. It was noted that the 'softer' green curriculum offerings are proving to be popular and it was suggested that the Team may wish to contact NatureScot to investigate opportunities for collaboration and consider bidding for funding from the National Lottery.</p> <p>The prescribed nature course will continue next academic year but unfortunately the wildlife and nature conservation one won't due to loss of funding for this. Very sadly the healing circle in the College has also been vandalised.</p>
8.	<p>Risk Register Update (Paper 9) The Principal reported that following discussion at the recent Audit and Risk Committee meeting the risks around financial sustainability and business continuity have been increased. The College is forecasting a small surplus this financial year but future years will be increasingly challenging with continued flat cash awards from SFC. In terms of business continuity the increased risk is around cyber security with a recent spate of high profile cases. The Principal said he would ensure that all staff have completed the relevant training as not doing so can result in insurance being invalid.</p> <p>Committee noted the updates.</p>
9.	<p>Review of Committee Terms of Reference (Paper 10) The Depute Principal provided a new form of words for the sections of the Terms of Reference which referred to mandatory reports and agreements that have been superseded with new requirements.</p>

	<p>The Committee agreed that with the proposed changes the ToR reflected the work of the Committee and covered all the areas they felt necessary.</p> <p>Decision L&T04:C9 Committee recommended the Terms of Reference as revised to the Board for approval.</p> <p><i>Post meeting note: What constitutes a quorum for this Committee to be amended to note at least 50% of independent members to be present to be quorate.</i></p>
Part D – For Information	
11.	<p>Minutes of the Curriculum and Student Experience Committee (Paper 11) The draft minutes of the Committee were noted.</p>
Part E – Closing business	
12.	<p>Any other business It was agreed that appointment of a Committee Vice Chair be added to the agenda for the October meeting.</p> <p>Action L&T04:E12 Board Secretary to add Vice Chair appointment to October agenda.</p>
13.	<p>Date of next meeting The date of the next meeting is Wednesday 29 October 2025 at 3.30pm on Campus.</p>