

Paper 1

**Minutes of meeting of the Learning and Teaching Committee
held on 29 October 2025 on Campus**

Present

Stuart Moir	Chair
Jane Grant	Board Member
Susanne Schulz	Board Member (joined 4.15pm)
Zoi Zompopoulou	Teaching Staff Board Member
Hala Kurdi	Student Board Member
Mariama Baldeh	Student Board Member
Roddy Henry	Principal

In attendance

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

Apologies

There were no apologies for absence.

Part A – Opening Business	
1.	Welcome, Apologies and Declaration of Interests (Chair) The Chair welcomed everyone to the meeting in particular the two new Members of the Committee, Hala Kurdi and Mariama Baldeh, Student President and Vice-President respectively. There were no declaration of interests.
2.	Minutes of the previous meeting (Paper 1) The minutes of the previous meeting held on 21 May 2025 were approved. It was agreed that the Board Secretary would amend the wording re quorum in the Terms of Reference (ToR) and add in the Curriculum Manager as an attendee, then circulate for comment. Action L&T01:A2 Board Secretary to amend ToR re quorum and list of those in attendance.
2a.	Action and Decision Log (Paper 1a) Actions as noted.
3.	Matters arising There were no matters arising out with the agenda for the meeting and the action log.
Part B – For Decision	
4.	Learning and Teaching (L&T) Committee Annual Report (Paper 2) The Committee agreed the report noting that the Terms of Reference in the report were those in place for the period the report covers and that the new ToR now have updated references to SEAP etc other than Outcome Agreement and so on. Decision: Committee recommended the L&T Annual Report to Board for approval.

5.	<p>Committee Self-Evaluation Outcomes (Paper 3) Although the feedback from this was positive there were a low number of responses so it was agreed that for this Committee the questionnaire would be sent out after the second meeting of the year in order that student and staff members will be available to complete the evaluation and discussion can be held at the third meeting of the year.</p> <p>Action L&T01:B5 Board Secretary to send out self-evaluation and add to agenda for May meeting.</p> <p>Decision L&T01:B5 Committee Self-Evaluation moved forward to after the second meeting of the year.</p>
6.	<p>Committee Vice Chair (Paper 4) Decision L&T01:B6 Jane Grant was nominated and approved as the Committee Vice Chair.</p>
<p>Part C – For discussion</p>	
7.	<p>Depute Principal’s Report (Paper 5) The Depute Principal talked through her report noting that the KPIs for 2024/25 showed an improvement across the indicators on the previous year with students from SIMD20 postcodes and those that are care experienced doing well. The full time FE figures are not where the College might have hoped and there are various reasons for this such as staff turnover and behavioural issues for some students. The 2024/25 KPIs were set against the sector benchmarks for 2023/24.</p> <p>The proposed KPIs for 2025/26 in the paper are for decision by the Committee and reflect the data required in the new SEAP. The HNC and SWAP course numbers are lower than anticipated for the current year however the Depute Principal noted that the withdrawal of one student can have a big impact on the % with the small numbers involved.</p> <p>Discussion took place around whether it would be better to focus on success rather than, for example, withdrawal rates and enrolment targets. The Principal pointed out that the College’s success rates for students declaring ‘other’ under sexual orientation/gender is good whereas other college’s tend to struggle with this.</p> <p>The Prep for Learning cohort will join the College in the new year and so figures are still to come for them.</p> <p>Decision L&T01:C7 Committee approved the KPIs for 2025/26.</p> <p>The Principal told the Committee that enrolment trends and the impact of those on the curriculum will be a key point of focus going forward with a national decline in the number of adult returners choosing college. There has also been a sharp decline in enrolments for Arts and Humanities and Social Sciences which is impacting enrolments at the College. Discussions with QMU suggest they are still keen to collaborate with the College but on what footing needs to be investigated.</p> <p>S Schulz joined the meeting.</p> <p>Introduction to Newbattle – one of the Student Members had undertaken this course prior to joining the College which runs for eight Fridays and found it very helpful when it came to actually joining the College as a student. The Depute Principal noted that there is generally a good rate of follow through for those that attend this course, with the opportunity for potential students to see what life will be like as a student and for staff to see how those people may be as students at the College.</p>

	<p>With 20 applicants so far for the Prep for FE course the College appears to be on target to meet its credit threshold.</p> <p>A Member asked about responsibility for advertising and recruiting to the NC courses and Committee was told that both the College and QMU have responsibility for this although the partnership agreement is now a little dated.</p> <p>Committee asked what the College is doing to address any concerns, falling numbers, increasing recruitment and so on, as well as what causes students to drop out. The Depute Principal said that some potential students don't pass the interview, others get offers from elsewhere, get a job or have changes in their personal circumstances.</p>
8.	<p>Draft Self-Evaluation Action Plan (SEAP) (Verbal) This new report (part of the new quality arrangements) is due for submission to SFC by 2 December and is currently being written. It will be circulated to Board prior to submission but is not required to be formally approved by Board. An Action Plan will be part of this report and this will be a live document during the remainder of the academic year. The College's external review as part of the new quality framework will take place in November 2027 with institution liaison meetings taking place regularly.</p> <p>It was noted that there are a lot of acronyms and a number of new ones. These are in the Board Members Handbook.</p> <p>Action L&T01:B7 Board Secretary to circulate list of acronyms, the 'jargon buster' to Members.</p>
9.	<p>Risk Register Update (Paper 6) The Principal said that the Board Development Day scheduled for this term will now be cancelled and so the Committee should consider the risks as noted with reference to the L&T Committee. The severity of some of the risks has been increased and a new risk of cyber attack has been added, separated out from the broader IT risk.</p> <p>The risk around financial sustainability remains red.</p> <p>There were no questions about the Risk Register.</p>
10.	<p>Report from SRC (Verbal) The new SRC has just recently been established and the President reported that good feedback is being received from across the student body. The sparqs training for SRC members was unfortunately cancelled but has been rescheduled for November. The Curriculum Manager said that the new SRC was doing a great job so far with lots of enthusiasm to make sure the student voice is heard.</p>
Part D – For Information	
11.	<p>Student Partnership Agreement (Paper 7) The Depute Principal talked through this noting that it is renewed each year and discussed, and amended as necessary, with each new SRC. The two priorities remain the same as they were the previous year to enable the good work already done on these to continue into this year. A Member asked how it was ensured that staff get the training they need to understand partnerships and Committee was told that it is part of regular CPD and that the Agreement allows for reflection on collaborations with the students as good practice.</p> <p>Decision L&T01:D11 Committee recommended the Student Partnership Agreement for approval to Board.</p>

12.	<p>Minutes of the Curriculum and Student Experience Committee (Paper 8) A Member asked why the extension process was requiring an overhaul and was told that it would not necessarily be a big overhaul but that it needs further clarification and tying up with the assessment process.</p>
<p>Part E – Closing business</p>	
12.	<p>Any other business There were no items of any other business.</p>
13.	<p>Date of next meeting The date of the next meeting is Wednesday 4 February 2026 at 3.30pm on Campus.</p>