Newbattle Abbey College
Colaiste Abaid a'Bhatail Nuaidh

Paper 1

Minutes of meeting of the Learning and Teaching Committee held on 19 February 2025 on Campus

Present

Stuart Moir	Chair
Salima Gumede	Student Board Member
Lee Ryan	Student Board Member
Susanne Schulz	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

Jane Grant	Board Member

Part A – Opening Business	
1.	**Welcome, Apologies and Declaration of Interests (Chair)** Apologies were received from Jane Grant. The Principal declared an interest in that he is a Board Member of Y2K.
2.	**Minutes of the previous meeting** (Paper 1) The minutes of the previous meeting held on 6 November 2024 were approved pending rewording of first sentence in item 8.
2a.	**Action and Decision Log** (Paper 1a) As circulated.
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 Admissions Policy** (Paper 2) The recent student recruitment audit flagged this as something that would be helpful to have in place. The Depute Principal noted that the team felt it was a useful process to go through and the Student Representative Council (SRC) have been involved throughout. **Action L&T03:B4 Depute Principal to amend line in section 1.1 to read 'all applicants on all courses'.** Pending the above change the Policy was well received with Committee feeling it was clear and comprehensive. **Decision L&T03:B4 Committee approved the Policy.**

5.	**Student Residential Policy and Procedure** (Paper 3) This policy was drawn up after some brief discussion at the November Board meeting regarding the recent issues in the residences with a small number of students. Prior to this there wasn't a student residential policy, and it was clear that after some challenges with some of the residential students a policy would be helpful to make clear to prospective and current students what will/won't be provided and what is expected of the student in terms of acceptable behaviour. The College does not have the ability to provide 24-hour support and students are expected to be able to live independently while in the residences, recently staff have been providing out of hours care to students with complex additional needs and this cannot be sustained. The Curriculum Manager said he had found it very helpful during the recruitment process especially with some potential students being younger and lacking in independent living skills. The Depute Principal assured Committee that potential students will have one interview for a place in the residency and one interview for a place on a course going forward. **Decision L&T03:B5 Committee approved the Policy.**
Part C – For discussion	
6.	**SRC Update** (Verbal) The two Student Members gave a comprehensive and positive update to the Committee. The SRC has been involved in drawing up the two policies brought to Committee today and greatly welcomed the opportunity to be involved in this and having their voice heard. Work is ongoing to develop peer support at the College and create opportunities to share anxieties or concerns with peers as well as staff. Some students expressed concern about some changes in staffing however the SRC said they felt the process was handled well by the College and the Depute Principal and Curriculum Manager had met with affected students and talked through the situation and proposed plans and structures to deal with staff absences which was much appreciated. Recently visiting Wisconsin students and NAC students held a Q&A session which was well received by both parties, and this is something that it is hoped can be built on and developed over time. The Depute Principal thanked the President and Vice President for all the work they are doing with the SRC, showing great leadership and excellent team working. The Committee thanked the Student Members and said both Committee and the wider Board appreciate the comprehensive updates and the opportunity to hear the student voice.
7.	**Committee Terms of Reference** (Paper 4) Given there are a number of new Members on the Committee the Chair and Board Secretary thought it would be useful to give Members the opportunity to discuss, and ask any questions about, the Committee Terms of Reference. A fuller potential review will be discussed at the next meeting but in the meantime, it was noted that reference to items such as the Outcome Agreement are no longer relevant. **Action L&T03:C7 Depute Principal and Board Secretary to work on wording re quality and reporting changes for discussion at the next meeting.**

8.	**Depute Principal's Report** (Paper 5) The paper was taken as read with the Depute Principal drawing out some highlights of the report. • The College now has two case studies on the SCQF web pages Adult Learners Archives - Scottish Credit and Qualifications Framework. • There have been challenges with some staff absences and turnover but there have been no gaps in teaching provision and all staff have worked really well together to make it work for the students. • Retention figures – they would appear, at this point in time, to be slightly lower than previously. This is largely due to Rural Skills, which normally has an excellent retention rate, having to dismiss some students during the course. The College, overall, is still on target to meet the success rate KPI. Of course, with small numbers of students any withdrawal impacts more significantly on the KPIs. • Work on the Adult Achievement Awards (AAAs) and the Y2K project has been very successful, opening up education and further education to those that might not ordinarily have considered it was for them. The College is keen to continue this work however funding is reducing or ending, alternative sources of funding will continue to be sought. The hard work of lecturer, Denise McNulty in achieving success in these areas was noted. A Student Board Member said that achieving an award and all the positive support from staff and fellow students really inspires students on to progress with their education.
9.	**Risk Register** (Paper 6) For the benefit of new Members the Principal explained the background to the Risk Register and informed Committee that the risk around business continuity will be reduced with a new Business Continuity Plan (BCP) being taken to the Audit and Risk Committee this week. The student outcomes risk remains moderate reflecting concerns around student attainment, but the Register also makes explicit all the actions being undertaken to address this. The financial sustainability risk is relatively low for the current year due in no part to the hard work put in by everyone to increase income and reduce costs. There is, however, significant uncertainty over future year budgets so this will likely be revisited and/or revised at some point. The Chair said that it was positive to see most risks going in the right direction but understood the current financial climate is not stable.
10.	**Quality Update** (Paper 7) The Curriculum Manager talked through the paper noting that system verification is progressing well, and some good foundations have been put in place for future activity. A standardised process for internal quality assurance is now in place too across all teams to ensure consistency of practice. Congratulations were offered to all those involved in the systems verification evidence report, particularly Jackie Kane.
Part D – For Information	
11.	**Minutes of the Curriculum and Student Experience Committee** (Paper 8) The Depute Principal clarified that this Committee is an internal Committee that feeds into Senior Leadership Team (SLT) meetings and then ultimately to Board. Membership includes both staff and students and a recently introduced Teams channel for students aids

	communication of the activity of the Committee as well as lots of other areas of College life.
Part E – Closing business	
12.	**Any other business** There were no items to discuss.
13.	**Date of next meeting** The date of the next meeting is Wednesday 21 May 2025 at 3.30pm on Campus.