Newbattle Abbey College
Colaiste Abaid a'Bhatail Nuaidh

Paper 1

Minutes of meeting of the Learning and Teaching Committee held on 6 November 2024 on Campus

Present

Stuart Moir	Chair
Jane Grant	Board Member
Salima Gumede	Student Board Member
Zoi Zompopoulou	Teaching Staff Board Member

In attendance

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

Apologies

Lee Ryan	Student Board Member
Susanne Schulz	Board Member
Roddy Henry	Principal

Part A – Opening Business	
1.	**Welcome, Apologies and Declaration of Interests (Chair)** Apologies were received from Lee Ryan, Susanne Schulz and Roddy Henry. There were no declaration of interests. The Chair welcomed Zoi Zompopoulou and Salima Gumede to their first L&T meeting.
2.	**Minutes of the previous meeting** (Paper 1) The minutes of the previous meeting held on 18 September 2024 were approved.
2a.	**Action and Decision Log** (Paper 1a) It was agreed that the draft minutes of the Student Experience Committee could be circulated to L&T members to avoid too much of a time delay between meetings and approved minutes.
3.	**Matters arising** There were no matters arising out with the agenda for the meeting and the action log.
Part B – For Decision	
4.	**No items for decision.**
Part C – For discussion	
5.	**SRC Update** (Verbal) The SRC meetings to date have had a very good level of attendance with everyone settling in well. It is early days in the plan for the year but some items have already been actioned and everyone feels that the student voice is heard and listened to.

	Committee suggested it might be useful for the SRC members to visit other SRC bodies such as that at Borders College and see what they do and how they go about achieving their aims.
6.	**Depute Principal's Report** (Paper 2) The Depute Principal took the paper as read, highlighting particular items. This year there will be a self evaluation against the 2023-24 outcome agreement produced as well as a Self Evaluation Action Plan (SEAP) for the current, 2024-25 year, produced as the new Framework (TQEF) comes into practice. This places a considerable burden on a small number of staff and it is understood that this is the first time the SEAP will be completed. A Member asked about the reports that were required and the fact that with a relatively small number of students one student outcome can significantly skew the results. It was noted that this is 'accepted' and that SFC are generally very positive in their support for the College. Committee agreed it is important to emphasise the differences between Newbattle and many of the other colleges in terms of student numbers etc and asked if they could do anything to enforce this message. The Depute Principal welcomed this support and said they didn't feel that any particular comms from Board to SFC was required at the present time. There is one long term sickness absence among the teaching staff which has led to some disruption and the requirement to get ad hoc cover in. The internal audit around curriculum planning went well and no recommendations were made with several areas of good practice identified. All staff involved in this were congratulated on such a strong outcome. **Decision L&T02:B6 Committee approved the KPIs in the Depute Principal's Report.**
7.	**Risk Register Update** (Paper 3) No changes have been made to the Risk Register with reference to L&T since the last meeting.
8.	**Quality Update** (Paper 4) The Curriculum Manager talked through the paper. One point to note is the relatively low uptake around the student survey which is a formal requirement. A number of different approaches have been identified to try next time the survey goes out. Committee commented that despite the low amount of returns it was great to see the positive comments and feedback. The Curriculum Manager was thanked for the paper.
Part D – For Information	
9.	**Student Partnership Agreement** (Paper 5) This lays out how the College will work with the student body over 2024-25 and will be signed at the Board Meeting on 21 November. The students appreciate having this in place as a document that provides structure and guidelines and is there to be referred to as necessary. The Committee welcomed the Agreement.
Part E – Closing business	
14.	**Any other business** **Meeting Schedule**

	The last two L&T meetings had been held relatively close together with not a lot of time to write papers and, indeed, not a lot of changes or updates to report. There is no requirement to hold four meetings per year so the Committee discussed moving to three meetings per year with the first meeting being end October. This will tie in with the quality reporting arrangements, availability of data and the Student Board Members would be in place by that point. It was agreed to take the proposal for three meetings per year to the March Board Meeting, if approved the Committee Terms of Reference would need to be changed to reflect this. **Action L&T02:E14 Board Secretary to add reduction of meetings to Board Agenda (March).** **Decision L&T02:E14 Reduce the number of Learning and Teaching Committee meetings to three per year with the first one being held late October.**
15.	**Dates of next meeting** The date of the next meeting is Wednesday 19 February 2025 at 3.30pm on Campus.