

**Minute of the Learning and Teaching Committee Meeting  
Held by Hybrid Attendance at Kilmarnock campus and via Zoom  
on Thursday 2 March 2023**

**Present:**

Alison Sutherland	Chair
Steve Graham	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Mike Stewart	Non-Executive Board Member
Steven Wallace	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Janette Moore	Elected Member, Curriculum Staff
Ellie Jamieson	Elected Member, Student President
Robert Kean	Elected Member, Student Vice-President
Angela Cox	Principal, Ex-officio

**In attendance:**

Yvonne Melvin	Board Administrative Officer (Minutes)
Anne Campbell	Vice Principal – Curriculum
James Thomson	Vice Principal – Finance (interim)
David Davidson	Assistant Principal, HR & OD
Elaine Hutton	Assistant Principal, Curriculum
Julie Maxwell	Assistant Principal, Curriculum
Gavin Murray	Assistant Principal, Curriculum
Louise Park	Head of Student Funding (item 3 only)
Doreen Wales	Head of Student Experience (item 3 only)

**1. Welcome and Declarations of Interest**

The Chair welcomed all present to the meeting.

The meeting was confirmed as quorate.

There were no Declarations of Interest presented.

**2. Apologies**

Apologies were received from Non-Executive Board Members Beth Clelland and Gordon Neil.

**3. Student Support through the Cost-of-Living Crisis (*Presentation*)**

The Committee received a presentation from Louise Park, Head of Student Funding, Doreen Wales, Head of Student Experience, Ellie Jamieson, Student President and Assistant Principal – Curriculum, Elaine Hutton.

E Hutton started the presentation by highlighting the various student support services available. The Committee noted:

- The cost of food and utilities has increased by over 16%.
- Recently received financial support from the Young Persons Guarantee (YPG) will allow the College to expand its Connecting Communities programme to Ayr and Kilwinning campuses and to provide peer support workers.

L Park then took the Committee through the support provided by student funding and the approach taken to ensure funds are provided to students at the correct time in the academic year. The Committee noted:

- A £600 payment offered to eligible Bursary and EMA students will be paid in 6 instalments, with an additional £200 at Christmas and New Year.
- Careful consideration had been given to funding available to DWP student to ensure their benefit payments were not affected.
- Additional funding would be offered throughout the academic year to all eligible students, the highest amount being provided at the end of the course to help mitigate the time to apply to University or gain employment.

D Wales provided the Committee with an update on the services provided by Student Support, advising that Barclays Grant Funding had been introduced and had been positively received by students. The Committee noted that a Mental Health and Wellbeing Champion was now available on each campus.

E Jamieson highlighted the various initiatives introduced by the Student Association. The Committee noted:

- The Warm Coat Initiative was available at Ayr and Kilmarnock campus, with a separate clothing service available at Kilwinning campus.
- Hygiene packs had been provided to the College's Information Hub for distribution.
- Future funding for the Soup and Porridge initiative had been successfully sourced going forward.

In response to a query from the Chair, D Wales advised on an increase in safeguarding reports and mental health requests across all three campuses. It was noted that the increased demand had be represented to the Scottish Government to highlight the requirement for ongoing funding.

The Committee thanked Louise, Doreen, Ellie and Elaine for the very informative presentation and for their ongoing work in supporting students through these difficult times.

*Louise Park and Doreen Wales left the meeting at this point.*

#### **4. Minutes of the previous meeting held on 10 November 2022 (Paper 1) (C/P)**

The minutes were approved as a correct record.

**Proposed:** Mike Stewart      **Seconded:** Ellie Jamieson

#### **4.1 Action Tracker (Paper 1a)**

The Committee noted the updates provided and that there were no outstanding actions.

#### **5. Student Association Report (Paper 2) (P)**

E Jamieson introduced Paper 2 as presented.

The Committee noted:

- Re-fresher's events for new and continuing students had taken place across all three campuses and had been positively received.
- The Student Association participated in the Blue Monday event on 16 January 2023 to support the mental health and wellbeing champions. Several activities were held and students were asked what kept them motivated and what song made them smile and why. Students' most common responses was their friends and music.
- Following the successful 2022 pilot of the College's Preparing for College Programme, the Student Association has been given the opportunity provide opinions on the programme from a student's perspective and looks forward to being involved again this year.

In response to a query, E Jamieson and E Hutton provided the Committee with further information on the College's BRIT Challenge. The Committee noted that the British Inspiration Trust (BRIT) supports young adult mental health and fitness in the UK through the delivery of an annual BRIT Challenge. Following engagement with Phil Packer MBE, Mental Health & Fitness, Disability and Charity Ambassador, the College agreed to participate and that the focus would be around the number 23. Staff were invited to participate in a range of challenges, both physical and non-physical.

**The Committee noted the report as presented.**

#### **6. 2021-22 SFC Student Satisfaction and Engagement Survey (Paper 3) (P)**

A Campbell introduced Paper 3 as presented, advising that the Committee had considered the unratified report at its meeting in May 2022, but was returning as SFC benchmarking was now available.

The Committee noted:

- The report included benchmarking figures against similar sized colleges.
- Response rates for both FE and HE were below the sector average.
- Satisfaction rates for both FE and HE were higher than the sector average.

A Campbell further advised the Committee that work was ongoing with teams to emphasising the importance of the SFC Student Satisfaction and Engagement Survey and to increase the response rates going forward.

**The Committee noted the content of Paper 3.**

## **7. 2020-21 SFC College Leaver Destination Survey (Paper 4) (P)**

A Campbell introduced Paper 4, advising that the survey was focused on full time students and did not include figures for part-time students or apprentices.

The Committee noted:

- The survey report focuses on students who studied on a course in AY 2020-21 and completed their course in June 2021, which was during the Covid pandemic.
- 95.7% of Ayrshire College confirmed HE leavers and 95.4% of Ayrshire College confirmed FE leavers are in a positive destination six months after completing their course of study. This is an increase of 1.1% for HE and 2.5% on FE on AY 2019-20.

In response to a query, A Campbell advised that student destinations are classed as either positive or negative. Positive destinations include either securing employment or progressing to further study and negative destinations include either unemployed and looking for work or unavailable to work. A Campbell also noted that the definitions used were pre-defined at a national level.

**The Committee noted the content of Paper 4.**

## **8. 2022-23 Early Withdrawals as at November 2022 (Paper 5) (P)**

A Campbell introduced Paper 5, as presented, and provided an overview analysis of the College's early withdrawals and actions taken to improve student retention.

The Committee noted:

- this was not the overall Early Withdrawals report as winter starts were not yet included. The overall report would be provided at the May 2023 meeting of the Committee.
- Early withdrawal rates for both FE and HE full-time courses have improved on the previous academic year, and overall on previous years.
- In the Aerospace, Construction, Engineering, Science, Computing and Business Directorate, 23.4% of students left to take up employment, which is reflective of the current economic status.

The Committee commented that it was very useful to receive the further background narrative from the team on the multiple factors that impact students and their reasons for having to withdraw from courses.

The Committee noted the report and acknowledged the work being undertaken by the College to support student retention rates.

**The Committee noted the content of Paper 5.**

## **9. 2022-23 Credit Activity Report as at 15 February 2023 (Paper 6) (P)**

A Campbell introduced Paper 6, as presented, and provided an overview of the credit activity target position as at 15 February 2023 and projection to the end of the academic year.

The Committee noted:

- Table 1 outlines the SFC credit target of 123,867 with Table 2 outlining the additional credits received totalling 1,344 to manage the transition for Foundation Apprenticeships.
- The Foundation Apprenticeship target has been met.
- The SFC Core credit target is predicted to be under target by approximately 2000 credits. This would be within the SFC 2% leeway, however, contingency plans are in place to minimise the shortfall.

**The Committee noted the content of Paper 6.**

**10. 2022-23 Student Support Funds Position as at 9 February 2023 (Paper 7) (P)**

J Thomson introduced Paper 7, as presented, and provided an update on the student support funds position and projections as at 9 February 2023 as outlined in Table 1. The Committee noted the variables that will continue to be factored going forward as highlighted.

**The Committee noted the content of Paper 7.**

**11. 2022-23 Apprenticeships and Work Based Learning Report (Paper 8) (P)**

G Murray took the Committee through Paper 8 as presented.

The Committee noted:

- Recruitment of Modern Apprentices has increased on the previous academic year, specifically in the areas of Engineering and Aerospace.
- Income targets are projected to be achieved.
- Wind turbine company, Vestas, has indicated its intention to use Ayrshire College as its preferred Scottish supplier of engineering apprenticeships from 2023-24 onwards, which would see 12 learners complete a 2-year residential learning experience followed by on-the-job training.

The Committee welcomed the very positive report and acknowledged the hard work in achieving this.

**The Committee noted the report as presented.**

**12. 2022-23 Corporate Risk Register (V2): LTQC Extract (Paper 9) (R)**

The Committee received and reviewed the LTQC risk register.

A Campbell took members through all updates as highlighted in each of the Risks.

The Committee confirmed that they were content that the risks and the assessment and management of the risks reflected the significant risks, within the remit of the LTQC.

**LTQ39-D01: The Committee approved the Risk Register – LTQC Extract at March 2023 for submission to ARC.**

### 13. AOB

A Cox advised members that this would be the final Committee meeting for Julie Maxwell, Assistant Principal - Curriculum, who will be retiring from the College at end of April.

Julie's contribution and service to the College has been greatly received for over 30 years, firstly with Kilmarnock College and then with Ayrshire College. Julie has played an important role as a member of the Senior Leadership Team and will be greatly missed.

The Committee thanked Julie for her outstanding service and offered their best wishes for her future endeavours.

### 14. Date of Next Meeting: Thursday 25 May 2023 at 4.00pm

*(C/P) Confirmed minutes will be published on College Website; (P) – Paper will be published on the College Website; (R) – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website*

**RESERVED ITEMS ON THE NEXT PAGE – no reserved minute.**