

**Minute of the Learning and Teaching Committee Meeting  
Held by Hybrid Attendance at Kilmarnock campus and via Microsoft Teams  
on Thursday 25 May 2023**

**Present:**

Mike Stewart	Acting Chair
Beth Clelland	Non-Executive Board Member
Steve Graham	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Janette Moore	Elected Member, Curriculum Staff
Ellie Jamieson	Elected Member, Student President
Angela Cox	Principal, Ex-officio

**In attendance:**

Yvonne Melvin	Board Administrative Officer (Minutes)
Anne Campbell	Vice Principal – Curriculum
David Davidson	Vice Principal People, Performance and Transformation
Elaine Hutton	Assistant Principal, Curriculum
Gavin Murray	Assistant Principal, Curriculum
Hilary Denholm	Board Governance Advisor (Observer Only)
Joseph Mulholland	HMIe, Education Scotland (item 3 only)

**1. Welcome and Declarations of Interest**

The Senior Independent Board Member, Mike Stewart, welcomed all present to the meeting. The meeting was chaired by the Senior Independent Board Member due to ill-health of the Chair.

The Acting Chair welcomed everyone to the meeting, particularly the new Board Governance Advisor, Hilary Denholm, as an observer to the meeting.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

**2. Apologies**

Apologies were received from Non-Executive Board Members Alison Sutherland, Gordon Neil and Steven Wallace, Student Vice President, Robert Kean, and James Thomson, Interim Vice Principal – Finance.

**3. Education Scotland – Thematic Review Update and Annual Engagement Visit (Verbal)**

Joe Mulholland, HMIe, Lead Inspector, was in attendance and advised the Committee that an Annual Engagement Visit for the College had taken place in May and that a full report would be provide at the September 2023 meeting.

Joe then provided a verbal update on the key findings from the Thematic Review, advising that Ayrshire College was one of two colleges in the sector that took part in the voluntary review.

The Committee noted:

- All curriculum teams participated in the review around four key themes:
  - Rationale, design, and development of the curriculum
  - Effectiveness and appropriateness of the curriculum
  - Skills for learning, life, and work
  - Learning pathways
- A copy of the full Report was provided to members and was available in the Committee Microsoft Teams page.

Key points from the report noted included:

- The majority of the first of the key themes focused on ownership and accountability of the curriculum managers for each area.
- Provision of skills for learning, life and work was raised as an issue due to the lack of embedding across the curriculum.
- Areas of improvement and inconsistencies were identified across all four key themes.
- Nine points were identified to support improvement in the outcomes for learners.

In Margaret Rose Livingstone's absence, Joe would be facilitating an Evaluative Writing workshop for Heads and CMs on Friday 2 June.

Further points clarified in response to questions from the Committee included:

- There was a desire across all curriculum areas for skills for learning, life and work to be embedded as part of a College-wide approach. This would ensure a consistent approach to the student experience.
- The outcomes from the Thematic Review align with the College priorities and transformational projects going forward. Sharing best practice will be explored to improve consistency, as will lessons learned from the Covid-19 pandemic.
- Expectations of staff and cultural change will also be a focus for the College and staff sessions were being carried out to identify where change was required.

The Committee commended the College in its voluntary participation in the Review to gain information on where improvements and enhancements were necessary.

The Committee expressed their thanks to Joe Mulholland and his team for carrying out the Review and providing the report as presented. The Committee also looks forward to receiving the full report from the Annual Engagement Visit at their meeting in September 2023.

**The Acting Chair extended his thanks to all staff involved in the Education Scotland Thematic Review and their contribution to the outcomes identified for improvement.**

#### **4. Minutes of the previous meeting held on 2 March 2023 (Paper 1) (C/P)**

The minutes were approved as a correct record.

**Proposed:** Sharon Morrow

**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:

- The Student Elections closed on 12 May and successfully resulted in the election of two new elected officers: Student President, Linda Corbett, and Student Vice-President, Tim Chan. The new elected officers will commence in their roles from 1 July, with the outgoing Student President, Ellie Jamieson, and Student Vice President, Robert Kean, leaving their roles on 30 June 2023.
- The Student Association undertook a team self-evaluation exercise, which was attended by the Head of Quality and Enhancement. All team members found this useful and expressed a desire for this to be conducted earlier in the Academic Year and revisited at the end of the Academic year to identify progress and growth.

In response to a query, E Jamieson advised that student support and engagement in this year's Election process had been very positive. E Jamieson also advised that this year's Election process was supported by the College's Radio Station, Essential Radio, which provided increased engagement and promotional activity.

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

#### **6. 2022-23 SFC Student Satisfaction and Engagement Survey (Paper 3) (P)**

A Campbell took the Committee through Paper 3 as presented, advising that the College is required by the SFC to conduct an annual student satisfaction and engagement survey as part of the standard quality arrangements.

A Campbell advised that the results, as presented, are provisional and yet to be ratified by the SFC and that a final report, including benchmarking information, will be provided to the November LTQ Committee.

The Committee noted:

- The overall key findings from the report were positive, with all but two statements seeing an increase.
- An overall increase in participation of 378 in the number of students who completed the survey compared to 2021-22.
- Analysis of the AY 2022-23 survey indicates that there has been an overall increase of 2% in levels of student satisfaction, which is 1% higher than the last pre-pandemic survey (AY 2018-19).
- A total of seven statements recorded and increase in satisfaction levels.
- The largest increase in satisfaction of 3% was in relation to the Student Association. This is most likely due to the return to on-campus activity and improved blended learning approaches.

- All decreases in satisfaction will be investigated to identify patterns and areas for evaluation.

The Committee acknowledged the ongoing work by the College to increase participation rates year on year. B Clelland offered to participate in a follow-up discussion with A Campbell as an opportunity to share good practice.

The Committee also acknowledged the positive results and messages outlined in the report.

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

**Action – LTQ40-A01:** A Campbell to meet with B Clelland to discuss possible methods of increasing participation rates.

## **7. W&B Internal Audit Report 2022-23 – Safeguarding and Child Protection (Paper 4) (P)**

A Campbell introduced Paper 4, as presented, advising that the Report was presented to the Audit and Risk Committee at their meeting in March 2023.

A Campbell further advised that the internal audit review examined the College's systems and procedures for safeguarding and child protection to ensure they were fully compliant with legislation and that the College was taking the necessary steps to protect students.

The Committee noted:

- A strong level of assurance had been provided.
- There were no identified areas for improvement.
- A number of areas of good practice had been identified.

The Committee commended the College in achieving this very positive report.

In response to a query, it was agreed that A Cox and D Davidson would work with the Board Office to explore the possibility of including Safeguarding training for members as part of the Board induction process.

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

**Action – LTQ40-A02:** A Cox and D Davidson to work with the Board Office to explore the possibility of including Safeguarding training for members as part of the Board induction process.

## **8. 2022-23 Credit Activity Report Position as at 18 May 2023 (Paper 5) (P)**

A Campbell introduced Paper 5, as presented, and provided an overview of the credit activity target position as at 18 May 2023 and projection to the end of the academic year. A caveat was provided to members that the figures presented in the paper had changed since its inception and were now projecting a more favourable position.

The Committee noted the following from the time of writing the paper:

- For AY 2022-23, SFC introduced a number of flexibilities aimed at addressing some of the challenges affecting the sector, which included the introduction of a 2% leeway against core activity targets.
- 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 SFC Core credit target is predicted to be under target by approximately 3732 credits.
- The projection is that the final credit activity claim will be approximately 700 credits below the 2% tolerance level.
- The Foundation Apprenticeship target has been exceeded by 422 credits. This The surplus can be claimed against the SFC core credit target.

A Campbell advised that teams were contingency planning for Spring start programmes and one-plus to minimise the shortfall and to try to ensure that the College SFC core credit target is as close to the 2% tolerance level as is possible.

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

**9. 2023-24 Curriculum Delivery Plan (CDP) and Student Recruitment (Paper 6) (P)**

A Campbell took the Committee through Paper 6 as presented.

The Committee noted:

- The draft AY 2023-24 CDP was approved by LTQ Committee at its meeting on 10 November 2022.
- SFC rebased credit allocations for all colleges, lowering them by 10%.
- Curriculum teams have worked to remove 10% of activity from the draft CDP.
- A number of considerations were applied when identifying which curriculum activity to remove from the final plan.
- An overview of Student Recruitment was provided in Appendix 3 to the Paper.

A Campbell advised that the indicative financial impact would be presented to the Business, Resources & Infrastructure Committee at their meeting on 30 May as part of the College's 2023-24 Budgets.

In response to a query, A Campbell advised that the proposed 2023-24 Curriculum Delivery Plan (CDP) strongly aligned to regional priorities in accordance with labour market information. Local demand was also considered in identifying protected key areas of curriculum. A Campbell also noted that areas of duplication in the curriculum were identified as part of the process and were removed.

The Committee noted that the College remained focused on maintaining a strong connection with local schools and that strategic engagement was centred around the Ayrshire Regional Economic Strategy and Growth Deal.

**The Committee noted the updates to the draft CDP and approved the final 2023-24 Curriculum Delivery Plan (CDP)**

**Decision - LTQ40-D01:** The Committee approved the final 2023-24 Curriculum Delivery Plan (CDP)

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

A Campbell introduced Paper 7, as presented, and provided an update on the student support funds position and projections as at 9 May 2023 as outlined in Table 1. The Committee noted the variables that will continue to be factored going forward as highlighted and that there were no issues to note at present.

**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:

- Income targets are projected to be achieved.
- Recruitment of Modern Apprentices has increased on the previous academic year and varied by sector.
- Engineering recruitment remained strong with growth seen in Aerospace and the wider engineering sector.
- Skills Development Scotland issued 2023-24 contract volumes to all training providers in stages and the College saw its overall new start allocation reduced by 13%, which was in line with all training providers in Scotland. This meant an allocation of 209 new starts for AY23-24. After another review of allocations, the College were given extra Engineering places increasing our allocation to 252 new starts for AY23-24.

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 (V4): 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 noted the increased risk score for LTQ1 and the mitigating factors in place. All other risks presented remained unchanged.

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.

**Decision - LTQ40-D02:** The Committee approved the Risk Register – LTQC Extract at May 2023 for submission to ARC.

**13. Education Scotland Safeguarding Visit Report 16 May 2023 (Paper 10) (R)**

Item received for information only.

#### **14. AOB**

The Acting Chair advised members that this would be the final Committee meeting for Student President Ellie Jamieson and Student Vice-President Robert Kean, who will be leaving their posts on the 30 June 2023.

The Committee extended their thanks to Ellie and Robert for their work with the Student Association and the Committee and wished them well for the future.

The Acting Chair also advised members that this would be the final Committee Meeting for James Thomson, Interim Vice Principal – Finance, who will be leaving the College for pastures new on 16 June 2023.

James's contribution and service to the College has been greatly received over the past 6 years. James has played an important role as a member of the Senior Leadership Team and will be greatly missed.

The Committee thanked James for his outstanding service and offered their best wishes for his future endeavours.

#### **15. Date of Next Meeting: Thursday 28 September 2023 at 4.00pm**

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