

**Minute of the Learning, Teaching and Quality Committee Meeting  
Held by Hybrid Attendance at Kilmarnock campus and via Microsoft Teams  
Thursday 28 September 2023**

**Present:**

Alison Sutherland	Chair LTQC
Sharon Morrow	Vice Chair LTQC
Mike Stewart	Senior Independent Board Member
Norman Bone	Non-Executive Board Member
Gillian Murray	Non-Executive Board Member
Steven Wallace	Non-Executive Board Member
Lisa Keggans	Elected Member, Support Staff
Janette Moore	Elected Member, Curriculum Staff
Linda Corbett	Elected Member, Student President
Tim Chan	Elected Member, Student Vice President
Angela Cox	Principal, Ex-officio

**In attendance:**

Holly Elliott	Executive Assistant (Minutes)
Anne Campbell	Vice Principal, Skills and Enterprise
David Davidson	Vice Principal, People, Performance and Transformation
Gavin Murray	Assistant Principal, Learning and Skills
Doreen Wales	Assistant Principal, Student Experience and Quality Enhancement
Joseph Mulholland	HMIe, Education Scotland (item 3 only)

**1. Welcome and Declarations of Interest**

Alison Sutherland, Chair of the LTQC, welcomed everyone to the meeting. The Chair advised that due to ICT issues, the papers had not been available to Committee members in the timeous manner that would normally be expected, therefore it was appreciated that members would not have had the time to prepare fully and timescales for feedback required would be extended.

The Chair particularly welcomed new Non-Executive Board members, Norman Bone and Gillian Murray and Steven Wallace, as a returning member of LTQC. The Chair also welcomed Sharon Morrow as the new Vice Chair of LTQC, plus the new Student Elected members, Linda Corbett, Student President, and Tim Chan, Student Vice President.

The Chair welcomed and congratulated Doreen Wales, who had recently been appointed as Assistant Principal for Student Experience and Quality Enhancement.

The Chair informed everyone that Beth Clelland and Steve Graham had both resigned, so there would be one Non-Executive member vacancy in LTQC, with the recruitment process for new Board Non-Executive members starting Monday 2 October.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

## **2. Apologies**

Apologies were received from Elaine Hutton, Assistant Principal, Learning and Skills, and the Board Governance Advisor, Hilary Denholm.

## **3. Education Scotland 2022-23 Annual Engagement Visit Report**

The Chair welcomed Joe Mulholland, HMle, Lead Inspector, who was in attendance to discuss with members the 2022-23 Annual Engagement Visit Report.

J Mulholland advised members that Margaret Rose Livingston and Sarah Halliwell are the College's main HMle Lead Inspectors, but he had led the AEV on behalf of Margaret Rose.

J Mulholland provided a verbal update on the report outlining the following key strengths: recruitment, retention, attainment, and progression.

J Mulholland also addressed the areas for improvement and outlined the two main points for action which include the College taking action to improve rates of successful completion, in particular address the number of learners who leave their programme early. The other point was that the College should ensure that staff have access to comprehensive and reliable information to support systematic evaluation to secure improvement.

The Committee noted that the points around retention and recruitment and the action plan that had been developed following the annual engagement visit and thematic review. The action plan would be reported back to the LTQC throughout the academic year.

The Chair thanked J Mullholland on behalf of the Committee for the comprehensive update.

## **4. Minutes of the previous meeting held on 25 May 2023 (Paper 1) (C/P)**

The minutes of the meeting held on 25 May 2023 were approved as a correct record.

**Proposed:** Mike Stewart

**Seconded:** Sharon Morrow

### **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)**

L Corbett and T Chan presented the Student Associated Report and took members through the paper.

The Committee noted the increased visibility of the Student Association and the positive and successful Freshers events that had taken place across all three campuses.

Discussions also took place on work to roll out this year's Class Ambassador Model and the preparations in place to train and support Class Ambassadors, along with timelines involved. Members agreed and noted the positive steps the Student Association were taking and requested that the Committee were kept updated with numbers and recruitment.

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

#### **6. 2023-24 Committee Terms of Reference and Workplan (Paper 3) (P)**

A Campbell took members through the 2023-24 Committee Terms of Reference and Workplan, highlighting the changes in language and terminology.

Discussions took place on the Student Funds paper, as it is currently presented to both LTQC and BRIC. A Campbell asked members to consider if it should just be presented to BRIC. Members agreed that the paper should still be presented to LTQC with the current format tweaked to incorporate the learning and teaching landscape.

The Interim Ayrshire College Performance Indicator Report and the College Sector KPIs, highlighted in red on the workplan, were discussed. A Campbell advised that due to Action Short of Strike (ASOS) these reports would not be available to present to the LTQC.

The Chair invited members to feedback any issues or comments directly to A Campbell.

**The Committee approved the 2023-24 Committee Terms of Reference and Workplan.**

**Action – LTQ41-A01: A Campbell to review wording of the Student Funds paper.**

#### **7. 2022-23 External Verification Report (Paper 4) (P)**

D Wales took members through the 2022-23 External Verification Report highlighting the increase external verification activity and the examples of good practice.

A question was raised regarding any issues that are flagged up and what assurances and processes are in place to ensure that actions are completed. D Wales advised that any issue raised was reviewed on a case by case basis.

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

**8. 2023-24 Draft Regional Outcome Agreement and 2022-23 Draft Self-Evaluation Report (Paper 5) (R)**

A Campbell presented Paper 5, and it was noted that members would not have had time to read in detail so any feedback and recommendations should be directed to A Campbell.

**The Committee noted the paper and appendices.**

**Action – LTQ41-A02: Members to feedback any recommendations and comments to A Campbell by close of play on Thursday 12 October.**

**9. 2023-24 Student Recruitment Update**

A Campbell gave a verbal update on the 2023-24 student recruitment position advising that enrolments were still taking place.

The Committee noted that whilst HE recruitment remained challenging, FE recruitment, along with schools and apprenticeships were very buoyant.

**The Committee noted the update.**

**10.2022-23 Final Credit Position Report at 11 September 2023 (Paper 6) (P)**

A Campbell presented the 2022-23 final credit position.

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

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

**11.2022-23 Student Support Funds: Final Position at 31 July 2023 (Paper 7) (P)**

A Campbell took members through the student support funds final position for 2022-23.

Concerns were raised that the sector had yet to receive confirmation regarding HE discretionary funding. It was noted that the College continued to support students, where required to ensure retainment where possible.

Members noted the positive work that the student funding team and students service team took to ensure students were supported.

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

**12.2022-23 Apprenticeships and Work Based Learning Report: Final Position at 31 August 2023 (Paper 8) (P)**

G Murray took members through the Apprenticeships and Work Based Learning final position for 2022-23.

The Committee noted the positive income and expenditure position and extended thanks to all involved for achieving such a great result.

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

**13.2023-24 Corporate Risk Register (V1): 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.

**Decision: LTQ41-D01: The Committee approved the LTQC Extract Risk Register at September 2023 for submission to ARC.**

**14.SFC Guidance to College and Universities on Quality AY 2022-23 and AY 2023-24: Refresh (Paper 10) (P)**

Item provided for information only.

**15.AOB**

The Chair extended her congratulations on behalf of the Committee to Lisa Keegans who had recently been appointed as Estates Manager.

The Chair advised members that this was H Elliott's final LTQC meeting, as she was moving onto pastures new and thanked her for all her support, over the years and wished her well for the future.

**16.Date of Next Meeting: Thursday 16 November 2023 at 4pm**

*(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 for this meeting.**