

**Minute of the Learning, Teaching and Quality Committee Meeting
Held by Hybrid Attendance at Kilmarnock campus and via Microsoft Teams
Thursday 16 November 2023**

Present:

Alison Sutherland	Chair LTQC
Sharon Morrow	Vice Chair LTQC
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:

Cameron Bell	Head of Learning & Skills, Construction Technology, Trades and Renewables (up to Item 5)
Anne Campbell	Vice Principal, Skills and Enterprise
David Davidson	Vice Principal, People, Performance and Transformation
Hilary Denholm	Board Governance Advisor
Elaine Hutton	Assistant Principal, Learning and Skills
Gavin Murray	Assistant Principal, Learning and Skills
Alan Ritchie	Vice Principal, Finance & Infrastructure
Doreen Wales	Assistant Principal, Student Experience and Quality Enhancement

1. Welcome and Declarations of Interest

Alison Sutherland, Chair of the LTQC, welcomed everyone to the meeting.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

2. Apologies

Apologies were received from Norman Bone, Non-Executive Board Member and Mike Stewart, Senior Independent Board Member.

3. Minutes of the previous meeting held on 28 September 2023 (*Paper 1*) (C/P)

The minutes of the meeting held on 28 September 2023 were approved as a correct record.

Proposed: Steven Wallace

Seconded: Angela Cox

3.1 Action Tracker (*Paper 1a*)

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

5. 2023-24 First Impression Survey Analysis (Paper 3) (P)

D Wales explained this survey had been jointly devised between the Student Association and the Quality Enhancement team, and highlighted the increase in survey response rates, partly due to issuing via the MyCollege App, and being able to push notifications to the students. Some of the results were disappointing, possibly due to having a neutral option, the wording of some questions, and issuing the survey earlier than the previous first impression surveys.

Following discussion, questioning and suggestions, the Committee noted:

- Results will now be distributed to each curriculum area for further analysis and action planning.
- A group has already been set up to look at student safety, and workshops offered.
- Money was a concern, and the College had a number of student support initiatives in place to help address.
- Since the survey was issued, some improvements have already been made e.g., Wi-Fi upgrading.

6. Student Association Report Q2 (Paper 4) (P)

L Corbett and T Chan both highlighted the main activities from their report, and verbally updated the committee on activities since their report submission.

The Committee noted:

- Strengthened governance following recruitment of student officers.
- New additional roles such as a Men's Officer & an English Speakers of Other Languages (ESOL) Officer.
- Increased number of drop ins & new clubs e.g., Chess, Dungeons & Dragons.
- 295 class ambassadors now in place, training & first meetings completed.
- Increased visibility of the association across 3 campuses, as well as visibility on social media.
- Successful Semester One Fund.
- 16 days of events and campaign activity during November and December.

The Committee welcomed the update and added congratulations on a very good report.

7. 2023-24 Student Support Funds position update (Paper 6) (P)

D Wales updated the Committee regarding the current position, highlighting that all applications had been processed for the start of term, with 99% having already been awarded. Attention was drawn to the positive decline in withdrawal rates, and more detailed information will be provided at the next meeting.

A Ritchie gave assurance that the College has funds in place to cover the applications, and noted the HE discretionary fund is split over two fiscal years.

A Campbell updated the Committee regarding the Christmas payment proposal which has now been approved to support students.

The Committee noted the comprehensive report and congratulated staff for all their hard work in support of, and for the benefit of, our students.

13. AOB

Following a discussion on the number of meetings required for AY24/25, it was agreed that due to the volume of the planned agenda content, and to avoid lengthening the meetings, the 4-cycle format should be retained.

14. Date of Next Meeting: Thursday 07 March 2024 at 4pm

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RESERVED ITEMS ON THE NEXT PAGE