

**Minutes of the Learning and Teaching Committee Meeting
held in the Kilwinning Campus
on Wednesday 23 October 2013 at 5.30 pm**

Present: Carol Kirk (Chair)
Barbara Graham (Vice Chair)
Kathryn Cole
Steven Fegan
Sharon Rennie
Tom Wallace

In attendance: Bernadette McGuire
Alistair Gordon
Jane McKie
Helen Canning
Holly Elliott (Minutes)

1 Welcome and Introductions

C Kirk welcomed everyone to the first meeting of the Learning and Teaching Committee for Ayrshire College.

2 Apologies

Apologies were received from H Dunk, M Breen and J Galbraith.

3 Declarations of Interest

There were no declarations of interest.

4 Governance Arrangements – Learning and Teaching Committee Terms of Reference (Paper 1)

B McGuire presented Paper 1 and reminded Members of the discussions on the Constitution and Governance Arrangements paper presented to the Board of Management at their meeting on 5 August 2013.

B McGuire summarised the contents of the paper and referred to Appendix 1 which is an extract from the Constitution and Governance Arrangements document.

C Kirk asked if anyone had any amendments or alterations to the Learning and Teaching Terms of Reference.

J McKie highlighted that there was a change to be made which related to 'Group' being changed to 'Committee' under the heading 'Quorum'. This

amendment was highlighted at the Finance Committee and Estates and New Build Committee meeting during September and in order to provide consistency the Terms of Reference for all Committees would be updated.

The Terms of Reference for the Learning and Teaching Committee were further discussed and the following amendments agreed:

Committee Membership

Under Committee Membership, the membership should include staff representation as well as the Student President, being in full:

“The Committee membership shall consist of a minimum of four members from the College Board, which should include one staff representative and the College Student President.”

Duties

Discussions took place on “Duties” and it was agreed that the following reports are added:

- Student Welfare Report. This will incorporate safeguarding and behavioural management issues.
- Student Satisfaction Annual report

Under the fourth bullet SIMD data and post course destinations to be included, being in full:

“To scrutinise performance indicators (PI’s) in relation to student success including but not limited to; student retention and student outcome data, SIMD and post course destinations and consider action taken to improve performance where the PI’s fall below national benchmarks.”

Under the seventh bullet quality and student satisfaction to be included, being in full:

“To review and monitor all College services which are provided to support the student journey, including the quality of learning and teaching and student satisfaction.”

Under the eleventh bullet it was agreed that employers be included, being in full:

“To monitor transition agreements between local schools, The College, university partners and employers and receive annual reports.”

Reporting Arrangements

J McKie advised that the Board Secretary had been appointed and would be responsible for taking the minutes at the Committee meetings. Therefore the wording should be amended, being in full:

“Minutes will be kept of the proceedings of the Committee by the Board Secretary. These will be circulated, in draft form normally within five working days to the Chair of the Committee and the Committee Executive Management Team representative for checking. It is expected that minutes will be checked timeously and any amendments advised to the Secretary to the Board of Management.”

J McKie also advised that the Learning and Teaching Terms of Reference would be reviewed annually.

Subject to the above amendments the Learning and Teaching Committee approved the Terms of Reference.

5 2012-13

- (i) **Final Student Support Funds Position at 31 July 2013 (Ayr College) (Paper 2)**
- (ii) **Final Student Support Funds Final Position at 31 July 2013 (Kilmarnock College) (Paper 3)**

B McGuire introduced the Student Support Funds Positions for both Ayr College and Kilmarnock College and then handed over to A Gordon who took the Committee through the papers in more detail.

A Gordon highlighted the modest SFC underspend of £28,134 for the year against the funding made available of approximately £3,000,000 for Ayr College.

A Gordon noted an overall underspend of £448,112 for all funds provided by SFC for Kilmarnock College. A Gordon explained that the total funding made available by SFC for 2012-13 was £3,722,104 and expenditure for the year was £3,273,992.

B Graham questioned the underspend and raised concerns that the SFC would clawback the money. A Gordon explained that any funds not spent are sent back to the SFC at the start of the following year

A Gordon also explained the position in relation to EMA's at both Colleges and noted the final position of the HE Discretionary Fund at Kilmarnock College which had a small overspend of £3,409.

B McGuire drew Members attention to the increase in the number of students claiming bursary in Kilmarnock.

Members noted the Ayr College Student Support Funds position at 31 July 2013 and the Kilmarnock College Student Support Funds final position at 31 July 2013.

(iii) National Course Results for Ayrshire Region (Paper 4)

B McGuire presented Paper 4 on the national course results for Ayrshire advising that as Ayrshire College was only established on 1 August 2013 it has only been possible to create a set of regional data for 2012-13.

Discussions took place on the results highlighting the Advanced Higher results were good with motivated high achievers. Consideration was given to the Higher results and why they may not be performing as well.

B McGuire explained that the College were very good at providing vocational qualifications and discussions took place on the need for the College to provide Highers as a qualification.

C Kirk acknowledged that there is a requirement to improve guidance when interviewing potential students to ensure they are put on the correct course for them.

T Wallace queried that all staff involved are aware, after consultation, that the PI data is a crucial indicator of success. B McGuire explained that it is crucial that all staff understand the figures and C Kirk agreed that people will “buy in” when they understand the PI’s.

In summary it was proposed that the College consider reduction within the delivery of Highers and continue to offer a breadth of vocational qualifications.

Members noted the analysis contained in the National Course Results paper.

(iv) External Verification Report for Ayrshire Region (Paper 5)

B McGuire presented Paper 5 which detailed the external verification report for the Ayrshire Region. B McGuire explained again that as Ayrshire College was only established on 1 August 2013 it has only been possible to create a set of regional data for 2012-13.

B McGuire highlighted the breadth of awarding bodies and the number of visits with positive outcomes.

B McGuire explained that the process for generating central information would be revised as the three Campuses head towards harmonisation and standardisation.

Members noted the success and recognised it was a great report.

(v) Extended Learning Support (ELS) Report (Paper 6)

B McGuire presented Paper 6 on the extended learning support for 2012-13.

B McGuire advised that the report sets a baseline against which to measure future activity.

Discussions took place on the number of students being referred at each Campus and the need to improve the process. It was agreed that there was a need to raise awareness of staff on how we identify disability and ensure consistency of support.

S Fegan questioned the other/unknown ASN category as the numbers were quite high. B McGuire advised that the students may have a disability but were either not saying specifically what it was or they did not fall into the categories set by the SFC.

Discussions took place on self-referrals and it was agreed that consistency across the Campuses needs to be achieved.

Members noted the contents of the Extended Learning Support Report.

6 2013-14

(i) Ayrshire College Outcome Agreement (Paper 7)

B McGuire presented the Ayrshire College Outcome Agreement that was presented to the Ayrshire Partnership Board on 13 May 2013.

The Learning and Teaching Committee noted the Agreement.

(ii) WSUMs Report as at September 2013 (Verbal)

B McGuire advised again that as Ayrshire College was only established on 1 August 2013 there had been challenges with the three systems therefore she could only advise that a WSUMs report would be available for the next Learning and Teaching Committee meeting on Wednesday 27 November.

B McGuire advised that Ayrshire College would be able to begin January courses for 2014.

T Wallace questioned where the extra capacity had come from, as historically Kilmarnock College's trend had generally meant all WSUMs were taken up in August.

B McGuire advised that Ayrshire College had 10% more WSUMs allocated for 2013-14 and early indication were that the planned January starts would go ahead as WSUMs would be available.

(iii) Student Support Funds Allocation (Paper 8)

A Gordon presented Paper 8 which detailed the 2013/14 Ayrshire College Funding for all Student Support Funds which had been presented at the Finance Committee on 19 September 2013.

A Gordon explained that the Bursary budgets are complex to monitor and forecast due to these being demand led and they are inextricably linked to the Curriculum Delivery Plan and resulting Student numbers enrolled. This will put pressure on Student Funding for 2013-14.

T Wallace advised that this paper had been discussed in length at the Finance Committee.

All colleges have reported issues to the SFC regarding reporting.

Funding for January starts was discussed and how the link to retention. A clearer picture will be available in November.

The Committee noted the 2013-14 Student Support Funds Allocations.

7 Directorate Update Report (Paper 9)

B McGuire presented the Directorate Update Report which covered the period from August 2013 to September 2013.

The report highlights all the positive work and good stories that have taken place throughout the College.

The Learning and Teaching Committee noted the report and recognised all the great work that had taken place.

8 Student Association Report (Paper 10)

The Student Association Report was presented noting the activity that has taken place over the three Campuses.

B Graham enquired why there was only a Chaplaincy Team based in Kilmarnock Campus. J McKie advised that Reverend David Lacey from East Ayrshire had advised that he would contact his counterparts in North and South Ayrshire to see if Chaplaincy Teams could be set up in Ayr and Kilwinning.

S Rennie announced that S Fegan had been nominated for a College Development Network Award for Student Contribution. This award recognises an individual student who has made a significant contribution to

college life and has had a positive impact on other learners, college culture or the wider college and/or local community.

The Learning and Teaching Committee congratulated Steven on his nomination.

The Committee noted the report.

9 Date of Next Meeting

The next meeting of the Learning and Teaching Committee will take place on Wednesday 11 December 2013 at 5.30 pm in the Ayr Campus.

Signed by the Vice Chair _____

Date: 11.12.13