

**Minute of the Learning & Teaching  
Committee Meeting held in the Boardroom,  
Kilmarnock Campus on Thursday 19 March  
2015 at 5.30 pm**



**Present:** Barbara Graham (Chair)  
Angela Alexander  
Nicki Beveridge  
Julie Bradley  
Heather Dunk  
Tom Wallace

**In attendance:** Brendan Ferguson (Secretary)  
Sharon Graham (Observer)  
Michael Breen (VP, Corporate Services)  
Helen Canning (Director, Student Services)  
Jackie Galbraith (VP, Strategy, Planning, Performance)  
Elaine Hutton (Director, Creative)  
Jane McKie (V.P. HR & Organisational Wellbeing)  
Michael McHugh (Director, Quality Enhancement)  
Julie Maxwell (Director, Care, Education & Sport & Fitness)  
Gavin Murray (Director, STEM)  
Carol Nisbet (Director, Access & Inclusion)

**Section A**

**1 Welcome and Introductions**

The Chair welcomed everyone to the meeting.

**2 Apologies**

Apologies were received from Bill Costley, Stephen Greenwood, Alan McGregor, Emma Hall and Bernadette McGuire.

**3 Declarations of Interest**

There were no declarations of interest.

**4 Minute of the Previous Meeting held on 30 October 2014 (*Paper 1*)**

The minutes were approved as a correct record.

**Proposed: Nicki Beveridge, Seconded: Heather Dunk**

## 5 Matters Arising

Minute 12, Page 5 (ELS Support): The Principal, H Dunk, reported that concerns with regard to the position of ELS funding remained. Discussion in relation to the concerns expressed at the previous meeting had been held with SFC. Nevertheless, SFC had now separated out ELS funding as a fixed amount allocation, thereby removing the flexibility of the College to respond on a needs based basis. The College would now monitor the impact of this decision and inform SFC accordingly.

**The Committee noted the above report from the Principal and reiterated its concerns.**

## Section B – Consideration & Discussion

### 6 2015/16 Curriculum Delivery Plan (CDP) (*Paper 2*)

J Galbraith provided a presentation on the Curriculum Delivery Plan (CDP), which reflected on the experience of 2014/15 and explained the influences underpinning the 2015/16 CDP as presented to this meeting. The presentation was well received, with the Chair commenting on the importance of the Committee understanding how the CDP for 2015/16 had been arrived at. A number of questions were asked and satisfactory answers received. The Committee commented that it had been encouraged by what had been presented to it and what they had heard. Members also commented on the importance of ensuring that the appropriate skills exist within the staff to ensure the effective delivery of the CDP.

**The Committee noted and welcomed the Curriculum Delivery Plan for 2015/16 and commended the work that had gone into its preparation. The Committee further noted its reassurance that the CDP was being fine-tuned on the basis of the experience of delivery in 2014/15.**

### 7 Performance Indicators Report (*Papers 3 – 3b*)

In introducing the above papers J Galbraith commented on the importance of performance indicators in gauging the progress of the College. J Galbraith went on to say that the performance against targets for 2013/14 had been very positive and that the College would now seek to build upon this by setting and working to meet higher targets in the future.

The Committee spent some time discussing the above papers and a number of questions were asked and satisfactory responses received. In particular the Committee noted how the team evaluations of the curriculum staff, informed by the performance indicators, had supported the fine tuning of the courses offered and had also supported decision taking towards ensuring the provision of the right level of course to meet the needs and demands of students and employers.

**The Committee noted the above papers, the positive message they contained and the progress being made by the College.**

**8 Student Association Report (Paper 9)<sup>1</sup>**

A Alexander and S Graham introduced and took the Committee through the above report and added some additional information on more recent initiatives not contained in the paper. The Committee warmly welcomed the information provided. A number of questions were asked and members welcomed the responses received.

**The Committee noted and welcomed the above report and commended the Student Association on the outstanding nature of the work they are undertaking on behalf of the student body.**

*(A Alexander and S Graham left the meeting at this point)*

**9 2014/15 WSUMs Position as at 28 January 2015 (Paper 4)**

J Galbraith introduced the above paper as one which was prepared for and considered at the meeting of the Finance Committee held in February 2015. It was noted that WSUMs are monitored on a weekly basis and the position had now changed significantly from the time when the above paper was prepared. An updated position would be provided to the meeting of the Board of Management meeting which was scheduled to take place the following week.

**The Committee noted the above paper, with members commenting that they looked forward to seeing the updated position at the Board meeting the following week.**

**10 2014/15 Student Support Funds as at 31 January 2015 (Paper 5)**

M Breen took the Committee through the above paper in the process explaining information, previously considered at the Finance Committee, relating to an inherent structural deficit in 2014/15 of £1.7M within the funding provided to the College by the Scottish Funding Council, and the impact on the students of the College. M Breen reminded the Committee that, as a result of the annual shortfall in student funding provided to the College, there was a strong reliance on the unknown amount of in-year funding allocation provided by SFC in order to bridge the gap. The in-year allocation for 2014/15, however, had fallen well short of the amount required to fill the funding gap. *(See papers 11 and 11a below)*

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<sup>1</sup> The Student Association Report was brought forward to permit the student representatives to leave to attend a conference.

An instruction had subsequently been received from SFC that non-cash “net depreciation” should be used to meet any shortfall in student funding. The governance and practicalities of this instruction were still being worked through, but the immediate impact of the financial position was that, while existing commitment would be met, the College had reluctantly taken the decision to close discretionary funding to any new applications.

Following lengthy discussion the Committee noted the above position with regret, while recognising that the College had little option but to pursue this action in light of the current funding position. The Committee was aware that decisions on the actions taken in relation to student funding in 2015/16 must be determined during the current academic year and members looked forward to the discussions that would take place. The Committee was also acutely aware that the structural imbalance in the funding model being operated by SFC was a sector wide issue which the Scottish Government must address to ensure the future of the College sector and its students.

**The Committee noted with regret and concern the funding position as outlined in the above paper and subsequent discussion.**

**The Committee commended the College for its work in raising the awareness of the SFC to the inherent difficulties associated with current funding methodology and encouraged the Board of Management to continue to do everything within its power to seek a resolution to this situation.**

**11 Risk Register: Learning & Teaching Extract at February 2015 (*Paper 10*)**

The Committee noted the Risk Register and further noted that the Risks contained within the Learning & Teaching extract were at an appropriate level following the withdrawal of the recent industrial action.

**The above Learning & Teaching extract of the Risk Register was noted and approved.**

**Section C – For Information**

**12 Received for Information.**

**The following papers were received and noted for information:**

- i. SFC Quality Action Learning Pilot (*Paper 6*)**
- ii. 2015/16 Addendum to the Outcome Agreement (*Paper 7*)**
- iii. Learning & Skills Directorates Updates (*Paper 8*)**

These reports were very well received and welcomed by the Committee

- iv. **SFC Circular: In Year Redistribution of Student Support Funds for AY 2014/15** (*Paper 11*)
- v. **Letter from the College Principal to the Chief Executive of the Funding Council in Response to the Paper 11** (*Paper 11a*)
- vi. **2013/14 Outcome Agreement Self-Assessment and Statement of Assurance** (*Paper 12*)

**13 Date of Next Meeting – Tuesday 2 June at 5.30pm Ayr Campus.**