

**Minute of the Learning & Teaching  
Committee Meeting  
Held at the Kilwinning Campus,  
On Thursday 10 September 2015 at 4.00 pm**



**Present:** Barbara Graham (Chair)  
Angela Alexander  
Julie Bradley  
Bill Costley  
Heather Dunk  
Alan McGregor  
Juliana Pyper-McFarlane

**In attendance:** Brendan Ferguson (Board Secretary)  
Michael Breen (VP)  
Helen Canning (Director, Student Services)  
Jackie Galbraith (VP)  
Elaine Hutton (Director, Creative)  
Julie Maxwell (Director, Care, Education & Sport & Fitness)  
Michael McHugh (Director, Quality Enhancement)

**1 Welcome and Declarations of Interest**

The Chair welcomed everyone to the meeting and in particular Juliana Pyper-McFarlane, recently elected support staff member, to her first meeting of the Committee. There were no declarations of interest.

**2 Apologies**

Apologies were received from committee members: Nicki Beveridge and Tom Wallace; and from EMT members Jane McKie and Donna Vallance.

**3 Minute of the Previous Meeting held on 2 June 2015 (*Paper 1*)**

The minutes were approved as a correct record.

Proposed: Heather Dunk  
Seconded: Angela Alexander

**4 Matters Arising**

Page 2 Item 5 H Dunk reported that following the presentation made to the Committee in June 2015, further presentations had been made to Community Planning Partnership Boards and an article on the work undertaken to date had appeared in the Times Educational Supplement. In addition a further invitation to make a presentation had recently been received.

## **5 Presentation: Quality Report/Action Learning Pilot Update.**

M McHugh provided a presentation to members on the progress made on the Action Learning Pilot, the outcome of which had been very well received by Education Scotland (ES). In particular ES had been very impressed with the work of the Pilot in involving staff throughout the process and the dialogue which had been established with students. The Pilot's outcome, which had been commended for its innovation, had subsequently excited considerable interest across the FE sector.

A number of questions were asked and the Committee was pleased to note the answers provided

**The Committee warmly welcomed the information contained in the above presentation. The Chair, on behalf of the Committee described the work, innovation and achievement of the Pilot Project as excellent and congratulated all who had been involved.**

## **6 Course Leaver Destination Survey (CLD) 2013/14 (*Paper 2*)**

M McHugh introduced the above paper which represented a survey conducted annually by SFC, previously confined to HE, which for 2013/14 had been renamed Course Leaver Destination Survey and which for the first time included data for FE students at SCQF Level 3 and above. The data permitted a retrospective analysis of student destinations following course completion and provided a more comprehensive picture of the destinations of students who had studied at Ayrshire College.

Members noted with interest the data contained in the CLD. A number of questions were asked and satisfactory responses received. The committee commented, as part of the general discussion, that it would be useful in the future to carry out longitudinal tracking surveys to follow the progress of students and where they go as their working lives and careers progressed,

**The Committee noted and welcomed the CLD and the data contained therein as the first formal provision of a dataset which tracked and analysed the destinations Ayrshire College Leavers. The Committee felt that it would useful in the future if longitudinal data could be sought and analysed tracking career progress of leavers.**

## **7 2014/15 WSUMs: Final Position at July 2015 (Paper 3)**

M Breen introduced Paper 3 and commented that members would already be familiar with much of the content from previous papers and discussions at both this Committee and the Board of Management. This paper detailed the projected final figures, but these would not be confirmed until after completion of the 2014/15 external audit process. As previously discussed at this Committee, the projections showed a relatively minor shortfall in WSUMs delivered of 1.34%, but this translated into an SFC clawback of £437,500 being included in the July 2015 management accounts.

M Breen reminded the Committee that this would be the last year of WSUMs as the sector now moves in academic year 2015/16 to the credit model. A number of detailed questions were asked and satisfactory answers received.

**The Committee noted the above paper and the WSUMs delivered during academic year 2014/15.**

## **8 External Verification Report (Paper 4)**

M McHugh stated in relation to the above paper that 61 external visits had taken place throughout 2014/15, all of which had ultimately been successful and good practice identified.

**The Committee noted and welcomed a very positive report and commended the staff who had represented the College so well.**

**Action: The Chair asked that the Committee's view be passed to all of the staff who had been involved in the visits.**

## **9 Student Support Funds Final Position at July 2015 & Student Support Funds Allocation 2015/16 (Papers 5 & 6)**

The Committee considered Papers 5 and 6 in parallel. A Gordon introduced Paper 5 and took members through it as written. Members noted the shortfall in student funding received from the SFC as previously discussed and asked that whatever data could be gathered on the consequences of the virement from discretionary funding necessary to sustain bursary funding be gathered in order that the impact may be assessed.

In considering Paper 6 A Gordon noted that the funding allocation for 2015/16 notified by SFC had been more encouraging, and would assist in closing the funding gap identified previously by the College. A Gordon then went through the paper noting that a funding gap still existed and that no indication had yet been provided on whether there would be an "in year" additional allocation of funding for academic year 2015/16. The Committee noted that while the overall

additional funding provided was very welcome, the decrease in discretionary funding provided by SFC for 2015/16 was disappointing, and again could impact on the most vulnerable of the College's learners.

A number of questions in relation to both papers were asked and answers provided.

**The Committee noted the above papers and welcomed a significant overall increase in base student funding for 2015/16. The Committee also recorded its regret at the overall decrease in discretionary funding provided and noted its concern that this could impact on the most vulnerable learners.**

**Action: The College collects such data as is available on the impact of the virement from discretionary funds to meet the shortfall in overall student funding provided by the SFC in 2014/15.**

#### **10 2015/16 Applications Summary as at 27 August 2015 (*Paper 7*)**

M Breen took the Committee through the above paper as written, commenting that the 27 August 2015 date is significant because that is the end of the application period for the start of Term 1 of the 2015/16 academic year. M Breen noted that the College was broadly content with the overall application numbers, but the analysis of the figures would have to be conducted on a course by course basis. M Breen added that work would also be undertaken this year in following up on students who indicate that they will accept a place at applications stage but do not ultimately enrol in order to try to better understand the underlying reasons why some individuals do not take up their place and assist in future planning strategy.

**The Committee noted and welcomed the above report.**

#### **11 Student Association Report (*Paper 9*)**

Angela Alexander, Student President, reported that the other two elected Student Presidents had resigned prior to the start of term. Following these resignations the Student Association had taken the opportunity to review its representative structure and propose revisions. Elections would be held the following week and when the elected posts had been filled the proposed revisions to the structure would be considered and, if approved, would be forwarded to the Board of Management for consideration as part of revisions to the Student Association Constitution.

A Alexander then took the Committee through the report and added updates that had taken place since the report had initially been prepared.

**The Committee welcomed the above report and recognised the significant amount of work being undertaken by the Student Association. The Committee also noted the revisions to its constitution being considered by the Student Association and expressed its support for the proposals.**

**12 Learning & Skills Directors Update (*Paper 8*)**

The Learning & Skills Directors took the Committee through their reports in turn and highlighted some particular areas for members' attention. A proposal was brought forward that for future meetings a particular Directorate/ student service be spotlighted for consideration possibly by way of presentation.

**The Committee welcomed the Directors Reports.**

**Action: It was agreed that for future meetings a particular Directorate/ student service be spotlighted for report on its operations, challenges and achievements.**

**13 SDS – CPP Reports for East, North and South Ayrshire (*Paper 10 a b & c*)**

J Galbraith went through the above report, explaining its content and the tables attached.

**The Committee noted the analysis of the 2014/15 early withdrawals and welcomed the work being done to identify vulnerable groups, the reasons for early withdrawals and the actions being taken for 2015/16.**

**14 AOB**

H Dunk Reported

- that Ayrshire's bid to Developing the Young Workforce had been accepted and was described as the best prepared and presented bid.
- that Ayrshire College was pleased to be hosting a visit from Dame Ruth Silver at the request of the Scottish Government. Dame Ruth is Chair of a Widening Access Commission set up by the Scottish Government and the College was pleased to be hosting her visit which would allow us to highlight to the work being undertaken within the college

**15 Date of Next Meeting – The date of the next meeting would be Thursday 26 November at the Kilwinning Campus.**