

**Minute of the Learning & Teaching  
Committee Meeting  
Held at the Kilwinning Campus,  
On Thursday 24 November 2016**



**Present:** Barbara Graham (Committee Chair)  
Holly Bates  
Julie Bradley  
Heather Dunk  
Alan McGregor  
Juliana Pyper-McFarlane

**In attendance:** Brendan Ferguson (Board Secretary)  
Moira Birtwistle (Director - Hospitality, Tourism, Business & IT)  
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)  
Jane McKie (VP)  
Stuart Millar (Director - Education Contracts and Business Development)  
Gavin Murray (Director - STEM)  
Carol Nisbet (Director – Partnerships & Employability)

**By Invitation:** Sue Cook (Vice Chair of the Board of Management & Chair of the Learning and Teaching Committee – West Lothian College)

**1 Welcome and Declarations of Interest**

The Chair welcomed everyone to the meeting, and in particular Sue Cook who was attending as an observer.

There were no declarations of interest.

**2 Apologies**

Apologies were received from committee member Margarette Bryan, Bill Costley and Lainey McKinlay. Apologies were also received from EMT member Donna Vallance.

**3 Minute of the Previous Meeting held on 24 November 2016 (Paper 1)**

Subject to the completion of a minor editorial amendment noted by the Secretary, the minutes were approved as a correct record.

Proposed: Alan McGregor  
Seconded: Julie Bradley

#### **4 Matters Arising**

There were no matters arising which were not included on the agenda.

#### **5 Introduction to the Education Contracts & Business Development Directorate (Presentation)**

Stuart Millar, Director Education Contracts & Business Development provided a presentation on the work of this Directorate. The presentation included the full scope of this important aspect of the College's work with Skills Development Scotland, employers, and other external partners. The College's extensive support of Modern Apprentices and innovative bespoke courses for employers were highlighted as being sector leading in many areas. Feedback from satisfied employers had encouraged new partners to place confidence in the quality of the College's provision.

**The Committee welcomed the above presentation which was very well received.**

**It was agreed that, in future, reports on the work of this Directorate should come to the Learning and Teaching Committee regularly, in order that members may have a full and comprehensive overview of all curriculum provision offered by the College. Risks associated with this area should appear in the Learning & Teaching Committee Corporate Risk Register Cluster.**

#### **6 Draft Curriculum Deliver Plan 2017/18 (Paper 2/Presentation)**

M Breen introduced a presentation on the draft Curriculum Delivery Plan (CDP) for 2017/18 explaining the factors influencing its format. These included the College's Outcome Agreement, Government policies such as Developing the Young Workforce, labour market intelligence contained within Sector Skills Investment Plans and the objectives of Ayrshire's three Community Planning Partnerships. Analysis of such data indicated that the distribution of College provision was well balanced to meet the region's needs, with a high emphasis on Care, Education, Sports and Fitness and STEM subjects.

Within that framework, the draft CDP had removed courses which had not been successful or are longer in demand, while other courses had been modified or added to ensure smoother transition from schools to College and from College to universities. Each Director then highlighted the key features of their section of the draft CDP. A discussion followed during which questions were asked and answered

**The Committee welcomed the content of the above presentation and approved the 2017/18 Draft Curriculum Delivery Plan.**

## **7 Student Association Report (Paper 3)**

H Bates, ACSA President, reported on a highly successful launch of the new session. This included the highest ever number of candidates for Student Executive posts and the addition of a Care Experienced Students Officer. Around 300 class representatives were also in place. Campaign plans for 2016/17 included a focus on mental health, gender equality and mutual respect for individual differences, Go Purple fundraising, drugs and alcohol awareness, Reclaim the Night, care experience events, winter markets, the Respect Campaign and Promoting Democracy.

The Committee were delighted to note that the Student Association and the College Marketing Team had recently received The Herald Diversity Award for Best Marketing and Social Issues Campaign for #ThisAyrshireGirlCan.

**The Committee warmly welcomed the Student Association Report and once again commended the Student Officers on the breadth and diversity of their undertakings. In particular, the Committee were very pleased to note the further recognition achieved by the #ThisAyrshireCan campaign in winning the Herald Diversity Award.**

## **8 2015/16 Credit Report – Financial Position at 15 November 2016 (Paper 4)**

M Breen introduced the above report, and confirmed that in 2015-16 the College exceeded its credit target by 1.56%. Early indications for 2016-17 were that the College was projecting to be on target for the year but a similar level of over-delivery to last year was not expected due to initial recruitment levels in some curriculum areas. M Breen welcoming the improvements made in early student retention highlighted that work was ongoing on a number of areas including verification of the final Semester 1 figure and part of this exercise would be to ensure that all students are withdrawn from the credit count who were not in attendance at the 25% point. After some further discussion and questions Semester 2 recruitment was highlighted by M Breen as being a priority both pre and post the Christmas break.

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

## **9 2016/17 Student Support Funds at October 2016 (Paper 5)**

M Breen took members through the above report, noting that for the first time since vesting Ayrshire College would not be seeking an in year redistribution of funds from SFC. This reflected the fact that the College position for AY 2016/17 was projected to be within the overall budgets made available by SFC. In addition, the College was currently considering how it could use further discretionary funding to support the objectives of improving retention and achievement.

In relation to HE students and SAAS funding, significant cuts had been made to this budget for 2016-17 and the College had already fully utilised the limited SAAS discretionary funds which had been provided. M Breen noted that this budget and

new applications would be monitored closely and if required the College would approach SAAS to request further funds.

**The Committee noted the above report and asked that it be kept advised on the position regarding the SAAS funding made available and any resultant issues arising.**

#### **10 2015/16 Outcome Agreement Evaluation (Paper 6)**

J Galbraith took the Committee through the draft evaluation report and invited discussion. Highlights from the draft included:

- extension of the successful HIVE model for vulnerable young people, with the majority progressing into College courses or employment;
- Mission Discovery held at the Ayr Campus in June 2016 in partnership with the International Space School Educational Trust, including one of the world's most experienced astronauts, NASA based staff and funding from the Ayrshire College Foundation;
- achievement of the Investors in People Gold Award;
- achievement of numerous awards for excellence by College students and staff;
- national recognition for several campaigns to promote gender equality in careers and learning choices;
- upgrading of facilities on the Ayr and Kilwinning campuses and creation of a state of the art new campus in Kilmarnock.

The Committee was invited to respond with comments before the paper was presented to the Board of Management for final approval.

**The Committee noted and welcomed the above draft and were also pleased to note that the Action Learning Pilot, that the College had been invited by SFC to develop, would now be rolled out to all Colleges in the sector in 2016/17.**

**The Committee commended J Galbraith and all College staff involved in the Action Learning Pilot in 2015/16 for their work and achievements.**

#### **11 2017-20 Draft Outcome agreement (Paper 6)**

J Galbraith took the Committee through Paper 6 and noted a number of changes in the Scottish Government's directives. The College was currently in discussion both internally and externally on the content of the draft with a view to its presentation to the Board of Management for approval at its scheduled meeting on 30 March 2017.

**The Committee noted and welcomed the work being undertaken in the preparation of the 2017-20 Outcome Agreement.**

**12 2016/17 Corporate Risk Register V2: Learning and Teaching Extract at November 2016 (Paper 7)**

M Breen took the Committee through the Risk Extract noting that the L&T risks were presented as requiring no change at this time. After discussing each individual risk Members agreed the position.

M Breen then explained a proposal from the Finance Committee concerning the transfer of two risks which, it had been considered, could be more appropriately located within the Learning and Teaching Committee risk cluster. The Committee agreed that the two risks, on Education Contracts and Business Development, should be transferred from the Finance Committee and be combined into a single L&T 5 risk. M Breen to update and take this forward to the Audit Committee.

**The Committee noted and approved Paper 7.**

**The Committee agreed that the proposed transfer of the above two risks from the Finance Committee to the Learning and Teaching Committee was appropriate and requested that M Breen prepare a draft of the new risk statement and circulate it to L & T members for comment prior to inclusion in the L&T risk cluster.**

**14 Date of Next Meeting** – The next meeting of the Committee would be 23 February 2017.