

**Minute of the Learning & Teaching  
Committee Meeting  
Held at the Kilmarnock Campus,  
On Thursday 1 June 2017**



**Present:** Barbara Graham (Committee Chair)  
Margarette Bryan  
Heather Dunk  
Alan McGregor  
Lainey McKinlay

**In attendance:** Brendan Ferguson (Board Secretary)  
Jackie Galbraith (VP)  
Elaine Hutton (Director – Creative)  
Julie Maxwell (Director – Care, Education, Sport and Fitness)  
Michael McHugh (Director - Quality Enhancement)  
Jane McKie (VP)  
Carol Nisbet (Director – Partnerships and Employability)  
Lesley Russell (Executive Assistant)

**1 Welcome and Declarations of Interest**

The Chair welcomed everyone to the meeting and in particular Mrs Lesley Russell, newly appointed Executive Assistant who was attending her first college committee meeting. There were no declarations of interest.

**2 Apologies**

Apologies were received from committee members Holly Bates, Julie Bradley and Bill Costley. Apologies were also received from EMT members Michael Breen and Donna Vallance.

**3 Minute of the Previous Meeting held on 23 February 2017 (Paper 1)**

The minutes were approved as a correct record.

Proposed: Alan McGregor  
Seconded: Heather Dunk

**4 Matters Arising**

Update on SFC Review of Extended Learning Support; Page 4, Item 12 – H Dunk reported that the matter remained under consideration and the sector has proposed to SFC that the model be replaced by a more accurate and responsive model based on actual need rather than a mean figure calculated across the sector.

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

L McKinlay took the Committee through the report as written, pointing out that the 2017/18 sabbatical officers elected at recent student elections were:

President Elect: Lainey McKinlay  
Vice President Elect: Lora Miller.

**The Committee noted and welcomed the above report and congratulated the two sabbatical officers elect.**

**The Committee also noted and commended Lainey McKinlay for all of her work in recent months when, as a result of illness, she had been carrying out many of the duties of the President in addition to her own responsibilities.**

## **6 Draft Outcome Agreement 2017-20 (*Paper 2*)**

J Galbraith introduced the draft Outcome Agreement. It was noted that the draft document set the context within the regional demographic and labour market, which in turn drives the curriculum design and provision to meet the learning needs of the Ayrshire region. Progress towards meeting challenging targets was described in the draft Outcome Agreement, and proposed initiatives designed to achieve further progress, in a challenging fiscal environment, were outlined in the document.

The Committee regretted that destination statistics were not required in the format of the Outcome Agreement as determined by SFC, but was pleased to note that the College intends to adopt this factor as an additional performance indicator by monitoring trends in destinations of College leavers.

**Subject to the inclusion of appropriate graphics, the Committee welcomed and supported the draft Outcome Agreement 2017-20 and commended it to the Board of Management for approval.**

## **7 Progress on Retention 2017/18 (*Paper 4*)**

M McHugh introduced Paper 4 and took the Committee through it, in the process explaining the improved retention statistics across all of the campuses resultant on the targeted support processes put in place by the College. In addition, it was noted that the retention statistics had now moved into alignment across all three main campuses. The Committee also noted the significant improvement in the under 16 retention statistics, but were aware that the figures presented remained below the sector average. J Galbraith commented that the College was continuing to work on processes designed to bring about further improvement in under 16 retention figures and the Committee noted that particular issues were associated with this student age group.

**The Committee noted and welcomed the information contained in Paper 4 and commended the work being undertaken by the College and the resultant improvements in retention.**

The Committee also noted the position in relation to under 16 retentions which, despite significant improvement, remained below the national average. The Committee was aware of the particular challenges associated with this age group within Ayrshire and looked forward to hearing further on the steps being taken by the College to address these challenges.

**8 2016-17 Credit Report as at 24 May 2017 (Paper 5)**

J Galbraith introduced Paper 5, and the Committee noted that the College was projected to meet the SFC activity target for 2016-17. However, a number of questions remained in relation to the SFC policy on “one plus” activity, which related to the addition of credits within some courses to improve a learner’s employment prospects. While it was noted that this was a sector wide issue, the uncertainty surrounding this while SFC came to a view as to whether it should claw back funds across the sector was considered to be regrettable, particularly during a period of austerity and tight funding settlements.

**The Committee noted Paper 5 and welcomed the projected achievement of the 2016-17 activity target.**

**The Committee regretted the uncertainty surrounding possible SFC clawback of £120k in relation to “one plus” activity. While recognising that SFC had still to come to a sector wide view on this, the uncertainty occasioned by the delay in reaching a decision was not considered to be helpful to the sector or to individual Colleges during a period of ongoing tight fiscal constraint.**

**9 2017-18 Applications Status as at 16 May 2017 (Paper 6), 2017-18 School-College Programme Application Status (Paper 7)**

M McHugh and C Nisbet introduced Papers 6 and 7 respectively. The Committee noted and welcomed the progress being made towards meeting the 2017-18 recruitment targets.

In considering Paper 6, members asked whether there was any evidence of a positive correlation between interviewing prospective Ayrshire College students and their subsequent performance and progression on their chosen programme of study. Evidence from studies elsewhere suggested that there was no correlation, but the Committee was interested to know what the Ayrshire College statistics might reveal.

The Committee welcomed the information in Paper 7 that the school-college programme target had already been met, and the work undertaken with schools and local authorities to ensure that course provision met actual demand.

**The Committee noted and welcomed the very positive information contained in Papers 6 and 7. In particular the Committee commended the College for the work undertaken with schools and local authorities to ensure that the**

**targets for the school-college applications programme was met and that the courses offered were in line with actual demand.**

**The Committee asked that information be brought to a future meeting which demonstrated whether any correlation existed between those students who were interviewed prior to being offered a place on a course and their subsequent performance and progression on that course.**

**10 2016-17 Student Support Funds as at 20 April 2017 (*Paper 8*)**

H Dunk introduced Paper 8 explaining that there had been sufficient funds in place during 2016-17 to meet all student needs.

**The Committee welcomed the content of Paper 8 and commended the work of the staffing team in Student Services and Student Funding.**

**11 2017-18 Student Support Funds Allocation (*Paper 9*)**

H Dunk took the Committee through the above paper, noting that the amount allocated to the College had decreased in line with 2016-17 spending. However, the College did not feel this raised any undue issues, and at this stage, the allocation was felt to be adequate.

**The Committee noted the above Paper.**

**12 Corporate Risk Register: LTC Extract (V4) at June 2017 (*Paper 10*)**

**The Committee discussed the Risk Register Extract and agreed the following:**

**L&T1, 2, 4 and 5 – remain as is.**

**L&T3 – In light of recent industrial action and the possible implications of National Bargaining outcomes, L&T3 be raised to 16, with increases in both likelihood and impact.**

**13 Directors Reports (*Verbal*)**

The Curriculum Directors provided verbal reports on matters of development and interest in the curriculum area for which they are responsible.

## **14 Papers Received for Information**

### **Education Contracts and Business Development Report (*Paper 11*)**

**Although this paper was received for information, the Committee wished to record its welcome for the paper's content and its congratulations to all staff involved**

- 14 Date of Next Meeting** – The next meeting of the Committee would be confirmed following consideration by the Board of Management of the standing committee structure review.

## **Publication**

This paper will be published on the College website.