

**Minute of the Learning & Teaching
Committee Meeting
Held at the Ayr Campus,
On Thursday 7 September 2017**



Present: Barbara Graham (Committee Chair)
Julie Bradley
Margarette Bryan
Lora Miller
Alan McGregor
Lainey McKinlay
Juliana Pyper-McFarlane

In attendance: Brendan Ferguson (Board Secretary)
Moira Birtwistle (Director – BITSFSS)
Michael Breen (VP – Finance and Skills)
Helen Canning (Director of Student Services)
Jackie Galbraith (VP – Strategy and Skills)
Michael McHugh (Director – Quality Enhancement and Business Improvement)
Jane McKie (VP – People and Skills)
Gavin Murray (Director – ACES)
Lesley Russell (Executive Assistant)

Presentation: Key Academic Performance Indicators

The meeting was preceded by a presentation from M McHugh on the outcomes of academic related KPIs in 2016/17.

The Committee was pleased and encouraged to note the ongoing and incremental improvements being shown across the spectrum of the KPIs and the positive trend that had continued in recent years.

In particular, the Committee noted that there had been a significant improvement in completed success rates:

- FE full-time students 66.4% - up by 5.3%
- HE full-time students 67.9% - up by 4.3%

There had also been an improvement in withdrawals of full-time students and a reduction in those achieving partial success. It was noted that if **one student on each course** achieved full rather than partial success, the potential completed success rates would have been 72.1% for FT full-time students and 73.5% for HE full-time students. Staff were motivated by these statistics to strive to help more students to achieve complete success. Curriculum areas requiring further improvement had been identified and would be given extra support while being monitored.

Figures had been analysed for students from areas of multiple deprivation, care experienced students and those receiving extended learning support [ELS] and exhibited an overall improving trend. It was clear that students who received ELS were significantly more likely to succeed than their peers who did not request such help.

The Committee congratulated M McHugh on the quality of the presentation received and noted that it awaited with interest the comparison between the Ayrshire College and the national figures when they became available.

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting and in particular Ms Lora Miller, elected student member, who was attending her first meeting. The Chair also welcomed Ian Beach (Education Scotland) and Alison Cook (SFC) who were attending the meeting as observers.

There were no declarations of interest.

2 Apologies

Apologies were received from committee members Nicki Beveridge, Heather Dunk, Fiona Fawdry, Gordon James, Douglas McIvor and Tom Wallace. Apologies were also received from EMT member Donna Vallance.

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

The minutes were approved as a correct record.

Proposed: Margarette Bryan

Seconded: Alan McGregor

4 Matters Arising

There were no matters arising which were not considered elsewhere on the agenda.

5 Terms of Reference and 2017/18 Workplan (*Paper 2*)

B Ferguson introduced Paper 2, being the current Committee Terms of Reference, together with the proposed Committee Workplan for 2017-18.

The proposed 2017/18 Workplan was approved by the Committee.

A number of editorial amendments, as noted by the Board Secretary, were proposed to the terms of reference. It was agreed that a draft form of the amended terms of reference would be brought to the next meeting of the Committee for consideration and approval.¹

¹ **Note by Secretary:** At the time of the meeting, a revision of the Board Constitution and Standing Orders was separately taking place. The revisions included changes being made to the Board and Committees' Terms of Reference. Those changes were further informed by the discussions held at this meeting and would be considered by the Board at its scheduled meeting on 14 December 2017.

6 Student Association Report (Paper 3)

L McKinlay took the Committee through the report as written, with the Committee noting the wealth of prioritised activities planned for 2017-18 and those which were already occurring. In particular, the Committee noted the success of the Fresher's Fayres across the campuses and the excellent feedback received.

The Committee was also pleased to hear of the achievements of L McKinlay, as both an individual and President of the Ayrshire College Student Association, in undertaking her programme of activity in Uganda over the summer. The activities had been directed at supporting young people, and in particular young women, in that country. The Committee considered L McKinlay's efforts to be "outstanding" and warmly congratulated her on what she had achieved.

The Committee was pleased to note the work achieved already this year by the Student Association and the wealth of activity planned within the ACSA schedule.

The Committee noted with pride the work undertaken by L McKinlay in Uganda over the summer and congratulated her on her achievements.

7 2016-17 Student Satisfaction Survey (Paper 4)

J Galbraith introduced Paper 4 and explained the processes for engaging students in the survey and encouraging feedback. In doing so it was emphasised that the Survey was only one of the methods used to obtain student feedback and that significant feedback was received via other sources. Priority was now being given to the analyses of the responses received.

The Committee noted that 93% of respondents were satisfied with their overall experience of Ayrshire College (1% fewer than in 2015-16) and that there would be a focus on improving those aspects with lower ratings: i.e. response to students' suggestions [74%]; equal treatment of students by staff [77%]; influence of Students' Association in effecting change [49%].

The Committee noted the outcomes of the 2016-17 Student Satisfaction Survey and considered that to achieve such outcomes within the context of the current local and the sector wide fiscal environment was an achievement.

The Committee considered that in undertaking the analyses of responses, focus was required on those areas where satisfaction had decreased and gaining an understanding of the underlying reasons behind the responses.

8 2016-17 Student Services Annual Report (Paper 5)

H Canning took the Committee through the Student Services Annual Report, commenting that the Report demonstrated how the different services contribute to overall student retention. The Committee noted that there had been an increase of 32% in one to one support sessions and that this had been off-set by reductions

in other kinds of activity, partly due to greater use of information readily accessible on-line.

Collaboration with the Police Scotland Campus Liaison Officer and the NHS Alcohol and Drugs Liaison Officer were also noted as examples of best practice in operation. In addition, the appointment of the Mental Health and Wellbeing Officer was considered to have enhanced the range of expert services available to students, with H Canning noting that the appointment had demonstrated an immediate positive impact on mental health figures.

The Committee further noted how much the College benefited from having representatives on the Corporate Parenting Groups of three local authorities. This strengthened support for care experienced students, of whom 216 were known to have been registered with the College in 2016-17.

The Committee was pleased to note that demand for Learning Resource Centres continued to rise, and that there was a strong correlation between LRC and Moodle use and success on courses.

The Committee considered, noted and welcomed a very comprehensive and informative Student Services Report, and commended the progress being made.

The Committee requested that, at an appropriate point in the future, the Mental Health and Wellbeing Officer be invited to attend the Committee and provide a presentation on the work they are undertaking.

9 2016-17 External Verification Report (*Paper 6*)

M McHugh introduced Paper 6 and took the Committee through the report. The Committee was pleased to note a further very successful year for external verification visits, demonstrating the robust quality of learning and teaching assessment.

The Committee noted and welcomed the above report.

The Committee noted that 2016-17 Quality Report was not yet ready for receipt and consideration. The Committee looked forward to receiving the report at its next meeting.

10 2016-17 Credit Report as at August 2017 (*Paper 7*)

J Galbraith introduced Paper 7 and reminded the Committee that decisions still had to be taken by SFC on the sector wide "one plus" activity and any possible impact this may have on funding clawback. Discussions were also taking place on the approach to be adopted in 2017-18.

M McHugh provided a verbal update on the progress of student enrolment for 2017-18. At the time of the meeting enrolment was sitting at 93% of the target figure for 2017-18. Enrolment still had some days to go and students continued to

be enrolled on a daily basis. A final figure would be provided to the next meeting of the Committee.

The Committee was pleased to note that the College had met its SFC credit target in 2016-17, and there would be no clawback of funding based on credit targets.

At the same time the Committee was disappointed that SFC had still not reached a sector wide position on clawback in relation to “one plus” activity and regretted the uncertainty that this engendered at a time of ongoing fiscal constraint.

The Committee noted the position with regard to the number of students enrolled to date for 2017-18 and awaited the final figures with interest.

11 2016-17 Industry Programmes Report (Paper 8)

J Galbraith introduced the Industry Programmes Report which provided information and data on the focus of the Ayrshire College industry training activity working with external partners in response to employer demand during the 2016-17 academic year.

Key highlights of the report included:

- The College trained 906 Modern Apprentices in 2016-17. 84% were males and most were in STEM related areas.
- 251 industry courses were provided.

J Galbraith added that the College had just learned that it had secured £475,495 from the Flexible Workforce Development Fund for 2017-18. This programme can be accessed by employers who pay the apprenticeship levy and the College was now working on getting this information out to the employers.

The Committee noted, welcomed and were encouraged by the above report.

12 2016-17 Student Support Funds Final Position at July 2017 (Paper 9)

M Breen took the Committee through Paper 9, being the end of year report on the allocation of Student Support Funds for 2016-17. M Breen confirmed that all students who were eligible had received the student funding that they had been allocated.

The Committee noted the above Paper.

13 Innovating for Learning Fund (Paper 10)

J Galbraith introduced Paper 10 and explained, for those members not present at the Staff Conference on 16 August, that the Innovating for Learning Fund (ILF) was supported by £250,000 over three years from the Ayrshire College Foundation and was launched at the conference.

ILF was one of three funds under the umbrella of *Ambitious for Ayrshire*, and supported innovative projects from curriculum and service staff designed to improve student outcomes. The other funds were Enterprising Students and Collaborating Communities and details of those funds would be agreed at the next meeting of the Foundation.

The Committee was pleased to note that there already had been a good response to this Ayrshire College Foundation initiative and that the first proposals would be assessed by a panel on 27 September.

The Committee noted and welcomed the content of the above Paper and looked forward to receiving further reports on the progress of this initiative in the future.

14 Nethermains Provision (*Verbal*)

M Breen reported to the Committee that the EMT were currently working on proposals designed to improve the learning environment for those students currently undertaking learning at Nethermains.

The Committee noted the above verbal report and awaited with interest further information on the proposals under consideration.

15 2017-18 Corporate Risk Register: LTC Extract (V1) at September 2017 (*Paper 11*)

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

L&T1, 2 – remain as is.

L&T3 – In light of the information received on Performance Indicators for 2016-17, it was agreed that L&T3 should now be reduced to 9, bringing into line with expectations under the Risk Appetite.

L&T4 – Remain as is and add any additional information available.

L&T5 – Remain as is but change the title of the Risk Manager to Director of Industry Programmes

16 Received for Information

Delivering Excellence and Equity in Scottish Education Report

- <http://www.gov.scot/Resource/0050/00502222.pdf>

The Life Chances of Young People in Scotland – A Report to the First Minister

- <http://www.gov.scot/Resource/0052/00522051.pdf>

A List of Awards Ceremonies and Awards for which Ayrshire College had been shortlisted in the period September 2017 – November 2017.

- 17 Date of Next Meeting** – The next scheduled meeting of the Committee clashed with the date of the CDN Quality Awards. In order to provide an opportunity to attend the awards, a revised date for the meeting would be agreed by circulation.

Publication

This paper will be published on the College website.