

**Note of the Inquorate Meeting of the
Learning & Teaching Committee Meeting
Held at the Kilwinning Campus,
On Thursday 8 March 2018**



(Paper 1)

Present: Barbara Graham (Committee Chair)
Julie Bradley
Margarette Bryan
Heather Dunk
Laney McKinlay
Lora Miller

In attendance:

Michael Breen (Vice Principal, Finance and Skills)
Alison Cook (Outcome Agreement Manager, Scottish Funding Council)
Karen Corbett (HMIE, Education Scotland)

Brendan Ferguson (Board Secretary) (From item 5 onwards)
Jackie Galbraith (Vice Principal, Strategy and Skills)
Elaine Hutton (Director, Creative)
Julie Maxwell (Director, Care and Early Years Education)
Michael McHugh (Director, Quality Enhancement and Business Improvement)
Jane McKie (Vice Principal, People and Skills)
Stuart Millar (Director, Industry Programmes)
Lesley Russell (Executive Assistant)

Elaine and Michael McHugh left the meeting early

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting and noted the meeting was inquorate. There were no declarations of interest.

It was agreed by those present to proceed on an advisory basis and that members be contacted and asked to urgently indicate their views on those items of business that required a decision.

2 Apologies

Apologies were received from committee members Nicki Beveridge, Fiona Fawdry, Gordon James, Alan McGregor, Douglas McIvor, Juliana Pyper-McFarland and Tom Wallace. Apologies were also received from EMT member Donna Vallance.

3 The minute of the previous meeting held on 29 November 2017 (*Paper 1*) could not be approved as the meeting was inquorate.

4 Matters Arising

Item 11, Page 5 (College Leaver Destination Survey 2015-16) – The comparison figures were checked as requested and resulted in one small change on page 2 of the report which would be circulated through Admincontrol.

5 Student Association Report (Paper 2) P

L McKinlay introduced the above report, drawing out highlights.

The Chair noted that she had recently attended the John Mather Awards Ceremony at which a record 192 successful students, including a large number of apprentices, were presented with the tools of their trade.

Those present noted and welcomed the above report and its content.

6 Evaluative Report 2016-17 & Enhancement Plan 2017-18 (Paper 3) P

Karen Corbett of Education Scotland and Alison Cook of the Scottish Funding Council attended to discuss this item.

J Galbraith introduced this item and stated that the Evaluative Report and Enhancement Plan, which was considered and approved at the previous Learning and Teaching Committee, had been the subject of some changes through the formal endorsement process. These changes had received the formal approval of the Board.

K Corbett made a short presentation on the objectives and progress of the first year of the new “*How good is our college*” national framework, commenting favourably on aspects of Ayrshire College practice. This was followed by a discussion.

Members noted during discussion that it awaited with interest the outcomes and lessons learned from this first year of colleges reporting on quality and Outcome Agreement progress in a different way. In addition, the question was asked whether it was the intention to move away from an annual reporting process, given the time-consuming and resource intensive nature of undertaking such an annual review. It was suggested that a 3 to 5 year reporting cycle could lead to a more productive approach.

K Corbett stated that in April 2018, a report based on the analysis of all colleges' reports and the lessons learned from the new process would be published. In future Education Scotland would provide clearer guidance on the format of the reports and what was required in terms of content. Within this, colleges would be asked to evaluate their performance in relation to a smaller number of quality indicators.

Those present noted with interest the above and welcomed K Corbett's positive comments.

7 Outcome Agreement 2017-20 (Revised for 2018-19) (Paper 4) P

J Galbraith introduced the above document, noting that targets had been revised to reflect funding levels and current Scottish Government priorities. For the June meeting of the Committee a narrative document would be provided which would sit alongside the above document.

The next iteration of the Outcome Agreement for 2018-19, inclusive of narrative, would be brought to the meeting of the Committee in June 2018.

Those present noted the above.

8 Learning and Teaching Strategy 2017-20 (Paper 5) P

Paper 5 was introduced by S Millar and E Hutton who explained that the aim was to develop a strategy which would engage service and curriculum staff in the enhancement of the learning experience and student success.

It was explained that, following a full consultation with managers and staff at all levels, a refreshed learning and teaching strategy had been produced which would be launched by the Principal at campus staff meetings in March 2018. Thereafter, staff teams would use the document to ensure that they are on track to achieve the College's strategic goals.

Those present noted and welcomed the above report. Paper 5 would now require the approval of the Learning and Teaching Committee membership in order that that it may meet the projected launch date of March 2018.

9 2017-18 Semester 1 Student Satisfaction Survey (Paper 6) P

M McHugh introduced the above paper and reported that this was an internal survey carried out by the College. The Initial Experience Survey, comprised of 15 statements, was completed by 2,374 students. The analysis of returns indicated improvement in satisfaction in 6 statements, decreased satisfaction in 6 statements, and no change in 3. Ninety-four percent of respondents were satisfied with their overall experience of Ayrshire College.

Nearly 750 students attended "Have Your Say" events (300 more than in 2017-18). Numerous examples were given of improvements which had been made in response to students' comments at these events and in the survey. M McHugh added that, going forward, there would be a focus on improving those aspects with lower ratings.

Those present noted the above report

10 2017-18 Credit Report (Paper 7) P

J Galbraith introduced Paper 7 by highlighting the impact on credit delivery this year due to the continued decline in full-time recruitment. She explained that, following discussions with the SFC in January 2018 and approval by the Board of Management, the College had relinquished the 1,255 ESF credits for 2017-18 resulting in a revised credit target of 125,370 for the year.

J Galbraith added that the College was on track to meet this revised target.

Those present noted the above paper.

11 2017-18 Early Withdrawals Report (Paper 8) P

M McHugh introduced Paper 8 and noted that the early withdrawal rate for full-time students in semester 1 had increased slightly from 8.1% to 9%. Despite this, good progress had been made in retention of vulnerable groups, thanks to a wide range of supportive measures provided by staff and the Student Association. In particular, there were significant increases in the retention of full-time students aged under 16, and care experienced students.

Allied to the progress being made was the increased willingness of students to disclose backgrounds for which the College could provide additional targeted support. This support had been shown to have a significant impact on students' overall performance and continuation of study.

It was noted that some early withdrawals were due to enrolled students receiving job offers or, increasingly in a tight recruitment environment, being offered places on university courses.

12 Revised Curriculum Delivery Plan (Paper 9) P

J Galbraith introduced the paper by reporting that SFC had published indicative funding for colleges on 27 February 2018 which stated that Ayrshire College's indicative credit target for 2018-19 was a total of 125,581 credits comprising 124,710 core credits and 871 ESF credits.

As the overall credit target is less than anticipated and planned for, the College revised the curriculum delivery plan (CDP) for 2018-19 which was approved at the previous Learning and Teaching Committee. The revised CDP retains the same balance of provision to reflect the needs of employers, schools and other stakeholders.

The indicative figure from SFC includes an expectation that the College will ring-fence 5,489 credits for HNC Childcare Practice provision. The College reported to Members that, while growth has been built into the CDP for early years and childcare provision, 5,489 is a significantly higher number of credits than had been planned.

H Dunk noted that the College would discuss this specific requirement, and the overall indicative credit target, with the College SFC Outcome Agreement Manager as the Outcome Agreement for 2018-19 was finalised.

Paper 9 was noted by those present

13 Industry Programmes Progress Report (Paper 10) P

S Millar introduced Paper 10 noting that the focus of the College's industry training activity was to work in partnership with curriculum staff and external partners to respond to employer demand. Commercial, apprenticeship and employability provision complemented and enriched the curriculum offered, with each of the curriculum directorates able to demonstrate significant added value to students, employers and communities. The paper summarised activity to date in 2017-18.

Those present noted the content of the above report.

14 2017-18 Student Support Funds as at 14 February 2018 (Paper 11) P

M Breen introduced Paper 11, commenting that the position disclosed within this paper was similar to that disclosed at the last meeting of this Committee. M Breen highlighted that current projectors are showing a relatively modest year end underspend for Bursary, Childcare and Discretionary funds. M Breen also noted that the College were still awaiting the outcome of the SAAS in-year request for additional HE discretionary funding.

Paper 11 was noted by those present.

15 Date of Next Meeting – Thursday 31 May 2018 at 4.00 pm in the Kilmarnock Campus.

16 Received for Information – Regional Skills Assessment 2017 (Paper 12) P

17 Risk Register: Learning and Teaching Extract at February 2018 (Paper 12) R

Those present discussed the Risk Register Extract and agreed to recommend that no changes be made.

Publication

P – This paper will be published on the College website once confirmed.

R – This item will not be published for reasons of commercial sensitivity or for reasons of personal data confidentiality.