

**Minute of the Learning & Teaching  
Committee Meeting  
Held at the Ayr Campus,  
On Thursday 6 September 2018**



*(Paper 11)*

**Present:** Willie Mackie (Acting Chair)  
Fiona McQueen (Vice Chair)  
Margarette Bryan  
Heather Dunk  
Fiona Fawdry  
Gordon James  
Scott Keir  
Jack McCrindle  
Juliana Pyper-McFarland  
Kevin Simpson  
Alan Walker  
Marri Welsh

**In attendance:** Brendan Ferguson (Board Secretary)  
Moira Birtwistle (Director – Business, IT, Sports Fitness and Social Science)  
Michael Breen (Vice Principal Finance and Skills)  
Elaine Hutton (Director – Creative)  
Julie Maxwell (Director of Learning and Skills - 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)  
Carol Nisbet (Director – Schools, Essential Skills and Widening Access)  
Eleanor O'nions (Executive Assistant) (Minutes)

**Guest:** Ian Beach (Education Scotland)

**1 Welcome and Declarations of Interest**

The Acting Chair welcomed everyone to the meeting, in particular new Board Members, Fiona McQueen, Scott Keir, Chris Hall, Kevin Simpson and Jack McCrindle, and Ian Beach from Education Scotland (ES).

The Acting Chair declared an interest as an SDS Board member and the Committee noted the Acting Chair's declaration.

**2 Apologies**

Apologies were received from Committee Chair Nicki Beveridge and from committee member Tom Wallace. Apologies were also received from Directors Helen Canning and Gavin Murray.

### **3 Minute of the Previous Meeting held on 31 May 2018 (Paper 1)**

The minutes were approved as a correct record.

Proposed: Gordon James

Seconded: Margarette Bryan

### **4 Matters Arising**

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

### **5 Terms of Reference and 2018-19 Workplan (Paper 2) (P)**

B Ferguson introduced Paper 2, being the current Committee Terms of Reference, together with the proposed Committee Workplan for 2018-19. H Dunk noted that this represented the workplan as currently known, but may be revised from time as necessary and required.

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

**It was agreed that the terms of reference would continue to be reviewed annually.**

### **6 Evaluative Report 2017-18 and Enhancement Plan 2018-21 (Paper 3) (P)**

M McHugh introduced Paper 3 and took the Committee through it as presented. In the process the Committee was reminded that this was year 2 of the implementation of the revised quality approach and that the report was currently in draft format, with further discussion taking place with Education Scotland and SFC prior to its final submission. The EREP as presented was the result of work which had taken place across all curriculum areas of the College, in line with staff and curriculum teams taking ownership of their course portfolio.

The Chair invited Ian Beach to comment. I Beach reminded the Committee of the development which underpinned this process and how matters were currently progressing. Discussions had been held with SFC in an effort to reach agreement on how much flexibility could exist within the presentational format in order to reflect the individuality of colleges. In this respect, Education Scotland were keen to have sufficient flexibility in place to ensure the correct balance could be achieved in the report formatting by each individual College. The aim was to allow each College to demonstrate how good they were in achieving their goals and to provide evidence in support. The role of Education Scotland was to then assess the quality and standards of each college on the basis of the evidence provided, and to reach a judgement on whether they were satisfied that what had been presented provided sufficient support for the determination of the grades for outcome and impact submitted by each college. The SFC guidance set out what was being sought in order to enable that judgement to be reached.

A lengthy discussion ensued with the following points highlighted:

- The Committee expressed the view that the timing to complete the report needs to be reviewed by Education Scotland and SFC to ensure there is sufficient time for the performance data from the previous year to be validated.

In addition, the timeline should support the College Governance processes to ensure that sufficient time and scrutiny can be applied to this key strategic document through the Learning and Teaching Committee and then by the Board of Management.

- Committee Members expressed a strong preference for the style and presentation of the 2017 report. However, members acknowledged the requirements of both Education Scotland and SFC as the primary recipients of the Evaluative Report.
- Committee Members request that Education Scotland and SFC give further consideration to moving away from annual reporting to a medium-term cycle of 3-5 year reporting, with annual update addendums covering key themes, College priorities and commentary and analysis on previous year performance measures.

A number of questions were asked and satisfactory responses received during the course of the above discussion.

**The Committee approved the above document to continue its current preparation and discursive process.**

**The Committee commended the points raised in the above discussion for consideration by Education Scotland and SFC.**

**Members were asked to forward any individual comments on the draft to M McHugh for consideration.**

## **7 Student Association Report (*Paper 4*) (*P*)**

K Simpson took the Committee through the content of Paper 4 as presented. In addition to the content of the paper, K Simpson added that he and J McCrindle were very much looking forward to engaging with Class Student Representatives and getting to know the students of the College.

H Dunk added that the new student representatives had done a tremendous job with Freshers Week and thanked them for all of their efforts.

Committee members asked a number of questions to which satisfactory responses were received.

**The Committee noted and welcomed Paper 4 and commended the Students Association for their excellent progress to date and the hard working start that they had made to the 2018/19 academic year.**

## **8 2017-18 Student Satisfaction and Engagement Survey (Paper 5) (P)**

M McHugh introduced Paper 5, providing an update on the 2017-18 Student Satisfaction and Engagement Survey and actions arising from it. M McHugh explained that as part of the national quality arrangements, all colleges are required by the Scottish Funding Council (SFC) to conduct an annual student satisfaction and engagement survey.

The Survey was conducted between March and April of each year. The College encouraged students to complete it in a variety of ways, such as promoting it on social media and with text prompts. The Student Association, Heads of Learning and Skills and Curriculum Managers actively encouraged students to participate in the survey, and this was hosted in the College's virtual learning environment, Moodle, for greater visibility to students. In order to minimise 'survey fatigue' amongst students and encourage greater participation, the College restricted the number of questions in the survey to the 10 SFC questions.

1,814 students completed the survey, 160 more than in 2016-17. Most responses received were from full-time students, particularly at FE level. The figures as set out in the table contained in Appendix 1 presented an analysis of the responses received

During the discussion which followed, members queried whether the use of social media, guidance and learning and essential skills classes could be used to encourage students to take part in the survey and enhance the response rate. H Dunk noted that a range of methods were used to collect feedback from students and the teams would continue to review their approaches.

**The Committee noted the 2017/18 Student Satisfaction and Engagement Survey Responses.**

## **9 Key Performance Indicators 2017-18 (Paper 6) (P)**

Before delivering a presentation on the College Key Performance Indicators (KPIs), M McHugh introduced Paper 6, explaining for the benefit of new members that SFC collect and collate all individual college KPIs and publish the collated data as National PIs.

Members commended the presentation, which highlighted the progress made by the College, and the co-operation received from Education Scotland.

**The Committee noted the KPIs for 2017/18 and welcomed the progress being made by the College.**

## **10 2017-18 External Verification Report (Paper 7) (P)**

M McHugh informed the Learning and Teaching Committee of the overall results of external verification activity during 2017-18 and the SQA Systems Verification Audit.

The College had:

- 57 SQA visits (72 in 2016-17)
- 6 SQA postal/central verifications (4 in 2016-17)
- 13 visits from other Awarding Bodies (10 in 2016-17)

M McHugh noted that in total 74 external verifications were immediately successful and certification was recommended. In two instances further actions or information were required. Both were quickly resolved.

M McHugh went on to detail areas of good practice and noted that overall it had been a successful year for the College.

**The Committee noted the above report and welcomed the College's performance.**

#### **11 2017-18 Enhancement Plan (Paper 8) P**

M McHugh provided Committee members with an update of the 2017-18 Enhancement Plan.

**The Committee noted the contents of Paper 8.**

#### **12 2017-18 Credit Report – Final Position for Audit (Paper 9) P**

M McHugh introduced Paper 9 and advised the Learning and Teaching Committee of the 2017-18 credit position as at August 2018, providing an analysis on actual performance against the SFC activity target set.

M McHugh explained that the target activity had been revised to 125,370 credits, and that this target had, in fact, been exceeded.

M McHugh outlined the process of external audit which had still to be completed with the final audited figures and compliance requirements being presented to the next Audit Committee.

**The Committee noted and welcomed the Final Position 2017-18 Credit Report.**

#### **13 2018-19 Enrolments**

H Dunk provided a verbal report on the enrolment figures to date, confirming that 8,231 students had been enrolled at this point for 2018-19, generating approximately 107,000 credits. Enrolment for semester 1 programmes is continuing and, based on the information to date, the College is currently projecting that it will achieve the 2018-19 credit target.

**The Committee noted the above report and welcomed the information that enrolment was on target.**

#### **14 Industry Programmes Report (Paper 10) P**

S Millar introduced Paper 10, noting that it provided an overview for Committee members on the Industry Programmes Report, focusing on the College's industry training activity and response to employer demand. S Millar added that commercial, apprenticeship and employability provision complements and enriches the curriculum offer. As a result, each of the curriculum directorates were able to demonstrate significant added value to students, employers and communities. Significant points to note were:

- Modern apprenticeship programme continues with Skills Development Scotland. A total of 571 apprentices were on direct apprenticeships with another 400+ expected on a sub contract basis
- An increase of 37 more places in hospitality
- Aerospace represents a real growth area in Foundation Apprenticeships. It was a key sector in the regeneration of the Ayrshire Economy and a key stakeholder in the services provided by the College
- The Flexible Workforce Development Fund which was announced for 2018-19 at the Ayrshire College Ayr Campus

H Dunk added that there had again been disappointment in recruiting to Foundation Apprenticeships which had resulted in the necessary cancellation of some courses. Foundation Apprenticeships are targeted at senior phase school pupils in S5 and S6. The College would continue to work with and encourage joint targets with local authority partners as this would increase strategic buy-in.

**The Committee noted the content of Paper 10 and commended the College on its achievements.**

#### **15 Student Support Funds Final Position July 2018 (Paper 11) (P)**

M Breen provided an update to the Committee on the Student Support Funds final outturn as at July 2018. M Breen noted that the College ended the year in a positive position while delivering the necessary financial support to students in line with the guidance set by both SFC and SAAS.

**The Committee noted the content of Paper 11.**

#### **16 Corporate Risk Register – Learning and Teaching Extract at September 2018 (Paper 12) (R)**

M Breen introduced the Risk Register Extract and explained the structure and layout for the benefit of new members. M Breen, then took the Committee through each Risk in turn. It was agreed that the following recommendations be made to the Audit Committee:

- L&T1 – be raised to 12 to reflect enhancement of some key areas of risk
- L&T2 – no change
- L&T3 – no change
- L&T4 – no change
- L&T5 – no change

The Following were received for information.

- 17    **2017-18 Student Services Annual Report** (*Paper 13*) (*P*)
- 18    **Enterprise and Skills Board – One Strategic Plan** (Link)
- 19    **Turning Legislation into Practice Together – First Report on Corporate Parenting Activity in Scotland 2015-18** (Link)

The Chair encouraged Committee Members to read the papers and links attached to items 17, 18 and 19.

There were no AOCB items.

**The Chair thanked all for their interaction and commended the quality of the papers presented. The Chair also thanked I Beach from Education Scotland for his support and attendance at the meeting.**

**Date of Next Meeting** – Thursday 15 November 2018 at Kilmarnock Campus.