

**Minute of the Learning & Teaching
Committee Meeting
Held at the Kilwinning Campus,
On Thursday 7 March 2019**



(Paper 1)

Present: Nicki Beveridge (Chair)
Margarette Bryan
Chris Hall
Gordon James
Jack McCrindle
Kevin Simpson
Carol Turnbull
Alan Walker

In attendance: Brendan Ferguson (Board Secretary)
Moira Birtwistle (Director – Business, IT, Sports Fitness and Social Science)
Anne Campbell (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 Miller (Director – Education Contracts and Business Development)
Gavin Murray (Director – Aero, Construction, Engineering and Science)
Ellie O'nions (Exec Asst. – Board Office)
James Thompson (Director – Finance and Skills)

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting. In particular, the Chair warmly welcomed new Principal, Carol Turnbull and new Vice Principal, Anne Campbell, both of whom had taken up office on 1 March 2019, to their first meeting of the Learning and Teaching Committee.

There were no declarations of Interest.

2 Apologies

Apologies were received from Committee members Fiona McQueen, Fiona Fawdry, Juliana Pyper McFarlane, Tom Wallace and Marri Welsh, from EMT member Michael Breen and Acting Director (Student Services) Doreen Wales.

3 Minute of the Previous Meeting held on 6 September 2018(Paper 1) (C/P)

The minutes were approved as a correct record.

Proposed: Chris Hall
Seconded: Margarette Bryan

4 Action Tracker (Paper 2)

Action 2 – The Secretary to contact the VP (People and Skills) re arrangements.

5 Matters Arising

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

6 Student Association Report (Paper 3) (P)

K Simpson and J McCrindle took the Committee through the content of Paper 4 as presented. Adding to the report, J McCrindle highlighted the forthcoming “Pink Jumper Campaign” that would begin in May 2019. The campaign would be centred upon male mental health, with an event being held on 3 May 2019 involving male celebrity figures. G James raised the related question of whether the Student Association had considered the addition of a Male Student Officer to the portfolio of officer responsibilities contained within the ACSA Constitution. Student Members stated that they would give this matter consideration, particularly in light of the Pink Jumper Campaign.

The Committee noted and welcomed the above report.

7 Draft Regional Outcome Agreement 2017-20 (revised for 2019-20) (Paper 4) (P)

M McHugh introduced Paper 4, explaining that SFC had recently announced indicative funding allocations for 2019-20 and the College was now in the process of discussing and agreeing the final Outcome Agreement credit targets 2019-20, based on the indicative funding allocation. M McHugh took the Committee through the paper and stated that the 2019-20 credit targets had now been agreed, but it remained for the text to be agreed with this Committee and the Board. This would be brought to the May meeting of the Committee; however, the final version of the Outcome Agreement would be signed by the Chair of the Board and the Principal before being forwarded to SFC, by the due date of 30 April 2019.

G James made two comments in relation to the paper, the targets and the text:

- There is a need for a clear understanding of what happens to those students who do not complete their course. While this has been discussed before at previous committees it would be useful strategic data to collect for those students who achieve the bulk of their credits, but leave on the basis of a job offer related to their achievement while students at the College. Nevertheless, because of the process driven manner of the collection, recording and use applied to this data, each non-completion had an impact on the College KPIs and, potentially, achievement of credit targets. If the College could maintain a database of none-completions, the reasons why the students did not complete, their destinations and the

impact of their achievements at Ayrshire College on their contribution to the local/national economy, this would provide a valuable strategic database of information for use by the College, SFC and the Scottish Government. In other words, they may not have completed their studies, but their period of study at Ayrshire College was not wasted in terms of their value added and their contribution to the economy.

- Measure 10 of the Outcome Agreement National Measures, “Gross Carbon Footprint”, appeared to show the College actual and ambition “flatlining” with no progress being made between 2017-18 and 2021-22. The view was expressed that the College should seek to avoid complacency because of its previous excellent achievements and should maintain a firm ambition to keep reducing its carbon footprint on an annual measurable basis.

The Committee noted Paper 4 and asked that the above comments be considered by the Senior Management of the College, with a report back being made to the May 2019 meeting of the Committee.

8 2017-18 Sector KPIs Report (Paper 5) (P)

M McHugh introduced Paper 5 and took the Committee through its text and tables. In particular, M McHugh referred to the role of the KPIs, as validated and published by SFC, in supporting quality enhancement in the sector by helping colleges to evaluate their performance over time against each other. In noting this, the Committee commented that, while this was a laudable objective, it should also be noted that circumstances and the market for each individual college varied widely across the sector and it was not the case that comparisons in terms of KPI performance could ever be drawn on the basis of “like for like”.

A discussion followed during which a number of questions were asked. These included the need for data collection and presentation on the reasons underlying student withdrawals, which could provide a business information platform on which the College could present a case for investment to the Board. The Committee Chair suggested that there should be strategic discussion as to the College position in the Sector Performance figures. Such a discussion with the Board and EMT should take place recognising the specific local contextual challenges for the College. The positive progress was welcomed, however the next steps and forward strategic direction should be considered. Also discussed was the need to remain aspirational and the desire of LTC to engage with College Leadership on the strategic approach to enhancing aspirations. C Turnbull noted that it was the strategic context, in relation to the potential student market, that was likely to provide the most fertile area for such engagement. Staff put considerable effort into providing value added for the learners, but the KPIs, as currently required by SFC, focus on completion rather than distance travelled. As discussed within the previous item, distance travelled and the benefit gained is equally if not more important than completion.

The Committee noted the content of Paper 5 and agreed that, overall, it presented a very positive report.

9 2018-19 Semester 1 Student Satisfaction and Engagement Activities
(Paper 6) (P)

M McHugh introduced Paper 7, stating that the Quality Enhancement Team had worked in partnership with the Students' Association in undertaking the above Survey. M McHugh took the Committee through the paper as written, answering questions in the process. In particular, the Committee questioned the statement in line 3 of Appendix 1, which stated, "*I received the information I needed to organise my funding in time*". The survey averaged this out at 81% over the previous three years, approximately 10% lower than most other statements within the survey. In reply, M McHugh stated that this matter was being investigated and worked on as a matter of urgency, with a view to ensuring that students received this information at the earliest opportunity.

The Committee noted Paper 6 and welcomed the very positive trends in most areas. The Committee also noted and commended the work that had gone into obtaining and analysing the feedback that underpinned the Report's content.

10 2018-19 Credit Report as at 25 February 2019*(Paper 7) (P)*

M McHugh introduced Paper 7 and took the Committee through it. A number of questions were asked and satisfactory responses received. The Committee noted the positive position as set out in the tables contained within Paper 7.

The Committee noted Paper 7 and that the College was on course to meet its credit target.

12 Early Withdrawals at November 2018*(Paper 8) (P)*

M McHugh introduced Paper 2 and invited comments and questions. The Committee noted the largely positive direction of travel and welcomed the ongoing refinement of the Retention Tool, first introduced in 2016-17. The Committee also noted and welcomed the work being undertaken with Staff Teams in relation to the changes in bursary requirements introduced in 2018-19, particularly in terms of helping learners to understand the meaning of "demonstrating engagement".

Questions were asked in terms of the individual figures for the Kilmarnock Campus. M McHugh replied that further work was in progress designed to identify the reasons underlying these figures.

The Committee noted Paper 8 and welcomed the largely positive trends contained therein. The Committee requested that it be kept informed of the outcome of the further work being undertaken in relation to the Kilmarnock Campus figures.

13 Industry Programmes Progress Report (Paper 9) (P)

S Miller introduced Paper 9 and explained the progress being made under the various headings.

A number of questions were asked and answers received. S Millar confirmed to the Committee that the College was working with Spirit Aerospace in Prestwick, to maximise engagement with the Spirit Aerosystems Innovation Centre. In addition, S Millar was confident that new funding would start to flow through Ayrshire Growth Deal opportunities that would support upskilling and reskilling of the workforce. In response to a further question, S Millar confirmed his view that aerospace engagement would offer the opportunity to access the Ayrshire College Foundation innovation fund.

The Committee noted the above report and looked forward to receiving regular updates on progress as to these and future areas of development.

14 Student Support as at 8 February 2019 (Paper 10) (P)

J Thomson took the Committee through this standing item as written. The Committee noted the paper as self-explanatory and that there were currently no matters of concern in relation to student funding for 2018-19. Members also noted that an unsolicited in-year allocation had been made to the College by SFC. J Thomson confirmed that current projections were that these additional funds would not be required and would be returned to SFC. SFC was aware of this position.

The Committee noted the above report

15 Corporate Risk Register 2018-19 (V3): LTC Extract (Paper 11) (R)

J Thomson introduced the draft LTC extract from V3 of the Risk Register. The draft was discussed and a number of questions asked and satisfactorily answered.

The Committee agreed the following in relation to the Risks contained within the extract:

L&T1 – Reduced to 6 in light of the content of Paper 7 above.

L&T3 – Reduced to 9 to reflect work currently underway.

L&T5 – Increased to 15 to reflect forecasts contained in Paper 9 above.

The remaining Risks to be maintained at the same levels.

Received for Information

16 2017-18 Evaluative Report and 2018-21 Enhancement Plan 2019 (Paper 12) (R)

Paper 12 was received for information and the Committee noted the confirmation that it had been endorsed by SFC and Education Scotland and would be published in due course.

The Committee also noted that a further Report and Plan would be prepared in 2020, before moving to a three yearly preparation and submission cycle thereafter.

- 17 Date of Next Meeting:** The next meeting will be held on Thursday 30 May 2019 at 4.00 pm, Kilmarnock Campus Boardroom.

(C/P) Confirmed minutes will be published

(P) Papers will be published on the College website

(R) Papers will not be published for reasons of commercial sensitivity or for reasons of personal data confidentiality