

**Minute of the Learning & Teaching
Committee Meeting
Held at the Kilmarnock Campus,
On Thursday 30 May 2019**



(Paper 1)

Present: Nicki Beveridge (Chair)
Fiona McQueen (Vice Chair)
Margarette Bryan
Carol Turnbull
Chris Hall
Gordon James
Jack McCrindle
Juliana Pyper-McFarlane
Kevin Simpson
Alan Walker
Marri Welsh

In attendance: Yvonne Melvin (Board Office)
Anne Campbell (Vice Principal – Strategy and Skills)
Julie Maxwell (Director – Care and Early Years Education)
Gavin Murray (Director – Aero, Construction, Engineering and Science)
Doreen Wales (Acting Director – Student Services)

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting.

There were no declarations of Interest.

2 Apologies

Apologies were received from Committee members Tom Wallace and Fiona Fawdry, from EMT members Michael Breen and Jane McKie, and from SMT members Elaine Hutton, Michael McHugh, Stuart Millar, James Thomson and Moira Birtwistle.

3 Minutes of the Previous Meeting held on 7 March 2019 (Paper 1) (C/P)

The minutes were approved as a correct record.

Proposed: Alan Walker
Seconded: Margarette Bryan

Action Tracker (Paper 1a)

A Walker noted that a large number of the actions were stated as either In Progress or Not Started. The Committee agreed and confirmed that this should now be used as an active document, which is regularly updated by the Board office.

- Action 2 - D Wales to arrange for the Mental Health and Wellbeing Officer, Hugh Dykes, to present to the Committee at their meeting in September 2019.
- Action 5 - The Committee agreed that this should now be marked as Completed.

Action 6 - A Campbell confirmed that discussions were ongoing and setting a realistic target would not be possible at this stage. The Committee agreed that this should be marked as Completed, with the comments section stating that discussions have been initiated and are ongoing as this is a national matter.

Action 6 was further discussed by the Committee following the issues surrounding leaver destinations raised at the previous meeting. A Campbell assured the Committee that high-level data is gathered in terms of reasons for students leaving and being recorded as withdrawn. This data is analysed at course level and then considered and actioned through the Evaluation Process.

G James commented that discussions, at the previous meeting, were regarding the positive destinations in terms of students who leave/withdraw due to gaining employment in their chosen field. It was a concern of the Committee that this could only be reported to SFC as a withdrawal, regardless of the reason, and that no account was taken of the value added as a result of the individual's time at the College or the resultant benefit to society. A Campbell advised that this data was held by the College and the issue was being discussed with the SFC as a national matter affecting all Colleges.

Action 7 - The Committee agreed this should now be marked as Completed.

Action 11 - J McCrindle advised the Committee that the Student Association is struggling to recruit and a re-evaluation process is underway. Discussions have not yet taken place and the portfolios are currently being looked at. A further update will be provided at the meeting in September 2019.

Action 12 - Discussions regarding early withdrawal took place earlier in the meeting. A Campbell advised that guidance had been sought from SFC and the College Estates Team. As a result, it was clear that the College's carbon footprint was continuing to reduce. The Committee agreed that this should now be marked as Completed.

4 Matters Arising

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

5 Student Association Report (Paper 2) (P)

J McCrindle took the Committee through the content of Paper 4 as presented.

D Wales advised the Committee that she also attended the launch of the Going Further for Student Carers Award on 14 March and confirmed that the next stage would be for the College to work towards achieving recognition for student carers.

The Wear It on Your Sleeve Launch had gone well and resulted in the involvement of 30 male staff champions. Due to the success of the launch, the campaign was being continued in the next academic session.

M Welsh highlighted the useful information in the Student Association Report and asked if it could also include information on future events. This request was noted by J McCrindle.

M Bryan suggested the use of sealed boxes being made available to students, which they can use to deposit any mental health issues they may be experiencing. This was noted by J McCrindle who will pass the suggestion to the Mental Health and Wellbeing Officer.

The Committee congratulated J McCrindle on his acceptance to the NUS Scottish Executive Council.

The Committee noted the contents and welcomed the above report.

Action: Future Student Association Reports to include information on future ACSA related events.

6 Impact of Industrial Action (Verbal)

A Campbell provided a verbal update on the current position in relation to the industrial action being taken by some members of the EIS-FELA Union. There had been no resolution to date, however, the Committee was informed that the Vice Principal was working closely with Directors, Heads and Curriculum Managers on contingency plans to ensure students are not disadvantaged. A further offer had been tabled by the Employers Association and would be discussed on 31 May 2019 by the Union and the Employers Association representatives. C Turnbull stated she had been requested to tele-connect to this meeting and that an update would be provided in due course.

A Walker stated that some Board members and employers had not been aware of the specific details of the industrial action. A Campbell noted this comment and advised that communication to Employers and students was routinely circulated.

The above verbal report was noted.

7 Internal Audit Programme – Student experience/curriculum reviews (Paper 3) (P)

A Campbell introduced paper 3 and provided further details on each of the Internal Audit Assignments as suggested to the Committee. It was agreed that the three areas selected were acceptable, however, M Welsh enquired about the total number of assignments on the initial list. A Campbell advised the three were chosen from a list of six. G James, as Chair of Audit Committee, provided the Committee with further information from the perspective of the Audit Committee and advised that it would be a 3-year audit plan, during which any exceptional areas arising would be looked at individually. He also advised that it was agreed at the Audit Committee in March 2019 that a decision on the suggestions should be made by the L&T Committee. F McQueen queried if early withdrawal was given consideration and A Campbell advised this would be covered as a natural part of the curriculum review. C Hall highlighted that the areas chosen were clear and

asked how the objectives were selected, particularly in relation to access students and vulnerable groups. A Campbell advised the objectives were reached through discussion with SLT and it was felt that objective two in Assignment 1 covered this issue; however, the definition could be edited to include further specific details.

The Committee noted paper 3 and endorsed the recommended assignments.

8 Student Satisfaction and Engagement Survey 2018-19 (Paper 4) (P)

A Campbell introduced Paper 4 and advised that the survey was open for 4 weeks at all Colleges over March and April. The survey consisted of 10 mandatory questions set by the SFC for benchmarking purposes. National results would be published in September/October 2019. However, it was felt that Ayrshire College results were better provided to the Committee at this meeting rather than waiting until the September 2019 meeting. The Committee agreed to a suggestion that the paper would benefit from being presented in graphical format going forward.

J McCrindle enquired about an easier method of student access to the survey and suggested a paper copy be provided via the Student Association. A Campbell noted the suggestion and stated that she would have further discussions with the Head of Quality Enhancement on the matter. K Simson raised the issue of timing and potential clashes with the student election process. A Campbell advised the timing was set by SFC and could not be changed.

Discussions followed regarding the detail of the course level results, during which various questions were asked about correlation between differing data sets. C Turnbull responded and indicated if there were an issue between scoring and early withdrawals it would be highlighted.

The Chair enquired if course specific survey completion was an issue. A Campbell confirmed this could be checked on Moodle.

The Committee noted the content of Paper 5 and agreed that it demonstrated an overall positive trend, but questioned whether the response rate could be improved. The Committee also noted that the College was actively considering ways to encourage enhanced participation going forward.

9 Credit Activity Target 2018-19 Progress Report (Paper 5) (P)

A Campbell introduced Paper 5 and confirmed that the College was on course to reach its credit target.

The Committee noted Paper 5 and that the College was on course to meet its credit target.

10 Enhancement Plan 2018-19 Progress Report (Paper 6) (P)

A Campbell introduced Paper 6, highlighting to the Committee that, as requested, this was now a standing item and covered the 3-year period 2018-21. The Committee's attention was drawn to the appendices provided, specifically

Appendix 2 containing commentary on the specific actions due for completion in 2018-20, and which remained outstanding.

The Committee noted the contents of Paper 6 and appendices.

11 Industry Programmes 2018-19 Progress Report (Paper 7) (P)

A Campbell introduced Paper 7 and highlighted an increase in the 2019-20 contract Modern Apprenticeship award from 141 to 196, particularly in the area of Food & Drink. It was also highlighted, to the Committee, that recruitment for the 2019-20 Foundation Apprenticeships had been strong, particularly in Engineering. G Murray advised that the College would be providing Aeronautical themed Foundation Apprenticeships for the first time in 2019-20 to provide students with more choice in engineering disciplines. The College had also piloted 1-year Foundation Apprenticeships options in the Care & Early Years Education area, which had been well received. The Committee was asked to note the encouraging number of companies taking up the Flexible Workforce Development Fund for the first time. C Turnbull advised of an ongoing issue with CITB regarding sub-contracts to colleges. Following an announced change of framework by SQA, which, in turn, had a knock-on effect on costing. Negotiations with various parties had been ongoing and a full paper would be provided at the Board of Management meeting in June 2019 for consideration.

The Committee noted the contents of Paper 6 and agreed it would also be beneficial for this Paper to be presented at the Business, Resources and Infrastructure Committee meeting.

12 Student Support 2018-19 as at 7 May 2019 (Paper 8) (P)

A Campbell introduced Paper 8 and stated that there were no issues to note.

The Committee noted the contents of Paper 8.

13 Recruitment Update 2019-20 as at 15 May 2019 (Paper 9) (P)

A Campbell took the Committee through Paper 9 and noted that the College was slightly ahead of its position at the same stage in 2017-18.

The Committee noted and welcomed Paper 9.

14 Ayrshire Growth Deal (Verbal)

C Turnbull provided a verbal update on the progress to date of the Ayrshire Growth Deal (AGD) advising that the College was well represented on a number of groups, C Turnbull advised that she would sit on the Regional Economic Partnership and the Strategic Board. The AGD was currently at the stage of developing business cases for projects, which the College would be involved in, however, no timelines had yet been provided with regard to spending or project start dates.

F McQueen enquired whether the College was currently required to start developing new programmes and Curriculum in line with the projects. C Turnbull advised that it was still early as project timelines and industry engagement would be required for this.

The Committee noted and thanked C Turnbull for the verbal update.

15 Risk Register – LTC Extract at May 2019 (Paper 10) (R)

The paper was introduced by the Chair and the Committee noted that no changes had been proposed. A Campbell then welcomed any questions from the members. A discussion ensued regarding adjusting risk appetites, in relation to all risks and, more specifically, in engaging with the Ayrshire Growth Deal. The Committee also queried and discussed the timeline for risk reviews. It was agreed that C Turnbull would discuss this further with the Board secretary with a view to organising a workshop for the Board in relation to this.

The Committee noted the contents of Paper 10 and agreed that all Risks remain as recorded.

Received for Information

16 Complaints Report 2018-19 (Q2 Nov-Jan) (Paper 11) (P)

A Campbell noted that this was the Committee's first opportunity to view the Report outlined in Paper 11. A discussion ensued during which it was suggested that a positive report could also be produced, along the lines of 'You Said, We Did' notice boards. The Committee agreed that this was an idea worth considering.

The Committee noted Paper 11 and agreed they would like to continue receiving it in the future.

17 Regional Outcome Agreement 2019-20 (Paper 12) (P)

A Campbell confirmed to the Committee that the agreement was submitted to the SFC by the deadline of 30 April 2019.

The Committee noted the content of Paper 12

18 Date of Next Meeting: The next meeting will be held on Thursday 5 September 2019 at 4.00 pm, Ayr Campus, Room G93.

(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