

**Minute of the Learning & Teaching  
Committee Meeting  
Held at the Kilmarnock Campus,  
On Thursday 14 November 2019**



**Present:** Fiona McQueen (Chair)  
Alison Sutherland (Vice Chair)  
Elaine Anderson  
Margarette Bryan  
Christopher Hall  
Lauren Howieson  
Gordon James  
Jack McCrindle  
Mike Stewart  
Steven Wallace

**In attendance:** Brendan Ferguson (Board Secretary)  
Yvonne Melvin (Executive Assistant)  
Anne Campbell (Vice Principal – Curriculum)  
Michael Breen (Vice Principal – Finance)  
James Thomson (Director of Finance, Student Funding & Estates)  
Elaine Hutton (Director of Curriculum – Creative, Social Science, Sport and Fitness & Hospitality)  
Julie Maxwell (Director of Curriculum – Health & Social Care, Early Years, Essential Skills, Supported Learning and ESOL)

## **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 Fiona Blain, Steve Graham, Mary McClung, Carol Turnbull and Alan Walker, from ELT member Jane McKie, and from SLT member Gavin Murray.

## **3 Student Services and Support (*Presentation*)**

The meeting was preceded by presentations on the support and assistance offered to students and staff by the College's Mental Health and Wellbeing Officer, Hugh Dykes, and Campus Police Liaison Officer, PC Elizabeth Burnet.

H Dykes delivered his presentation first, advising members that his position as Mental Health and Wellbeing Officer was created as a joint initiative between the College and NHS Ayrshire & Arran following an increase in the number of students seeking mental health support. The Committee was concerned to hear that this equated to an increase of 37% between 2015-16 and October 2019. Members were encouraged to note H Dykes' priorities for 2019-20, particularly the focus on workshop delivery to students on building resilience, psycho education, promoting self-help and signposting.

PC Burnet reminded members that she had been appointed to the position of Campus Police Liaison Officer, in August 2019, following the departure of PC Kimberley Bradford. Members were advised on the various workshops and events offered to both students and staff on topics including Social Media Awareness & Cyberbullying, Drugs, Alcohol and the Law, Personal Safety, The Role of the Police and Gender Based Violence. The Committee was pleased to hear about the support and commitment provided by the Campus Police Liaison to the students and staff at each of the College campuses.

**The Committee thanked Hugh Dykes and PC Elizabeth Burnet for their time and agreed that both presentations had been useful and enlightening.**

#### **4 Minutes of the Previous Meeting held on 5 September 2019 (Paper 1) (C/P)**

The minutes were approved as a correct record.

Proposed: Gordon James

Seconded: Margarett Bryan

#### **Matters Arising**

Page 3, Item 8 and Page 4, Item 11 – A discussion paper on the impact of the rollout of Universal Credit on some members of the student body would be considered by the Board at its meeting 12 December 2019

#### **Action Tracker (Paper 1a)**

The Chair introduced Paper 1a and members agreed the following:

- Action 15 - Completed.
- Action 16 - Completed.
- Action 17 - Completed.

#### **5 Student Association Report (Paper 2) (P)**

J McCrindle introduced Paper 2 and took the Committee through the content as presented. J McCrindle advised members that the relaunch of the Wear It On Your Sleeve campaign had been delayed until Tuesday 26 November and that staff would be notified by email.

L Howieson advised that this year's Reclaim the Night march had been organised to take place on Thursday 28 November, with members invited to take part. The Committee was also advised that this year's Winter Markets were scheduled to take place at Kilwinning campus on 4 December and Kilmarnock campus on 5 December. The Winter Market at Ayr campus was being organised by students and a date had yet to be confirmed.

**The Committee noted and welcomed the above report.**

## **6 2020-21 Draft Curriculum Delivery Plan (Paper 3) (R)**

A Campbell introduced Paper 3 as presented. The Committee was aware that a key strategic objective of the College was to meet the annual credit activity target set by the Scottish Funding Council (SFC) and agreed as part of the Outcome Agreement process. The process for 2020-21 was underway and the draft CDP included a planning assumption based on the 2019-20 credit activity target as a guideline.

A Campbell noted the increase in the credit delivery at the Ayr and Kilwinning campuses and advised the Committee that this was a result of the increase in Care and in the Construction, Technology & Trades courses.

Further discussions took place with various questions raised and answered satisfactorily.

**The Committee noted and approved the 2020-21 Draft CDP.**

## **7 College Leaver Destination Survey 2017-18 (Paper 4) (P)**

A Campbell introduced Paper 4 and highlighted to members that the College achieved return rate of 87.5%, confirming the destinations of 3,961 College leavers out of a target total of 4,526. This exceeded the SFC survey completion target of 80%. A Campbell also noted that 95.9% of Ayrshire College confirmed leavers were in a positive destination six months after completing their course of study, an increase of 1.1% on the previous year and slightly higher than the sector average.

In response to a question, A Campbell advised that a “negative destination” was defined as one where the leaver was not in employment or further study. Further discussion took place and various questions raised were answered satisfactorily.

**The Committee noted the contents of Paper 4 and agreed that it demonstrated an overall positive trend.**

## **8 Curriculum Team Evaluation Sessions (Paper 5) (R)**

A Campbell introduced Paper 5 as written and advised that the framework used for evaluation was the ‘How Good Is Our College?’ themes. Nine Curriculum areas participated in the sessions during September 2019. The aim was the identification and capture of good practice and consistency in order that it be embedded, with a view to the achievement of consistency across the curriculum areas. A Campbell added that a paper benchmarking Ayrshire College with other similar Colleges would be brought to the March 2020 meeting of the Committee. A number of questions were asked and satisfactory responses received.

**The Committee noted and welcomed the content of Paper 5.**

## **9 ROA Guidance 2020-21 to 2022-23 (Paper 6) (P)**

A Campbell introduced Paper 6 and drew members' attention to the timeline on page 3. It was noted that, as per the timeline, discussions on the Regional Outcome Agreement had commenced. The College's 2018-19 Outcome Agreement Self-Evaluation Report had been submitted by 31 October 2019 as required. Members were advised that the "well-developed draft Outcome Agreement for 2020-21" would be submitted to SFC by the deadline date of 13 December 2019.

M Breen advised members that both he and Anne had meet with SFC to discuss the approach to the 2020-21 OA. The Guidance had been published by SFC later than in previous years and the content contained therein had been subject to significant change. While the well-developed draft Outcome Agreement for 2020-21 would be submitted to SFC pre-Christmas, it was expected that discussions with SFC would take place post-Christmas to ensure consistency. M Breen added that, unfortunately, the SFC timeline did not synchronise with the LTC schedule. As such, the draft OA would be submitted without the Committee having the opportunity to comment. However, the feedback received on the draft OA, following SFC quality control scrutiny, would be provided to the Committee at the next meeting in March 2020.

A Campbell advised that representatives from SFC and Education Scotland would attend the March 2020 meeting of this Committee.

A number of questions were asked and satisfactory responses received. In response to one question, it was confirmed that the OA would be agreed with and forwarded to SFC by May 2020.

**The Committee noted Paper 6 and awaited with interest the opportunity at its next meeting to consider SFC feedback on the draft document.**

*Action: The Committee to receive the feedback from SFC on the draft regional outcome agreement 2020-21 to 2022-23 at its March 2020 meeting.*

## **10 Student Ambassador Update (Paper 7) (P)**

L Howieson introduced Paper 7 and stated that the impracticality of managing more than 700 Class Representatives had led the Student Association to experiment with the appointment of Student Ambassadors (SAs) as an alternative. 36 SAs had been appointed, presenting a more manageable number to train and receive feedback from. The Committee noted that the start date for SAs to begin gathering feedback had been delayed by one week while training was completed, and was advised that it was the intention for feedback to be gathered via class focus groups. L Howieson added that this was effectively a trial and learning period for the Student Ambassadors project and that the Committee would be kept updated on progress.

**The Committee noted the contents of Paper 7 and looked forward to receiving further updates.**

*Action: The Student Association to provide regular update reports to the Committee on the success of its Student Ambassadors Programme.*

**11 2019-20 Credit Position Report (position at 4 November 2019) (Paper 8) (P)**

A Campbell introduced Paper 8, confirming that the College is expected to exceed its credit target by 741 credits, representing 100.6% of target. The Committee noted this as a positive position. A number of questions were asked and satisfactory responses received. .

**The Committee noted Paper 8 and the overall positive 2019-20 credit position of the College.**

**12 2019-20 Early Withdrawals (position at 4 November 2019) Verbal**

A Campbell provided a verbal update and advised members that the figures presented were the most up to date for the College as a whole. In addition, the census date had only just passed and that was why this was a verbal report. The early withdrawal figures continued to improve and the College was currently in a positive position, with 200 less early student withdrawals than the same period for the previous year.

A Campbell advised the Committee that a Paper confirming the figures would be presented to the March 2020 meeting.

**The Committee noted and welcomed the above verbal report.**

**13 2019-20 Student Support Funds at 11 October 2019 (Paper 9) (P)**

M Breen took the Committee through Paper 9. The caveat on page 1 advising members on the significant number of variables still to be factored in to the projected expenditure was noted. M Breen reminded members that the allocation of these funds was demand-led and was not predictable in advance.

The Committee noted that the total 2019-20 SFC provided student support funds included circa £1.5m in relation to 203 care-experienced students. The Committee was aware that the College actively promoted the additional support available to care-experienced students, with the number of identified care experienced students potentially increasing during AY2019-20.

M Breen highlighted to the Committee an increase the College's HE Discretionary Fund Budget that would raise the maximum award available to HE students to £2,100, thereby bringing the maximum award into line with the FE Discretionary Fund. M Breen added that in order to be eligible for discretionary funds a student would first have to take out the full student SAAS loan, and many students were unwilling to do this as they seek to manage the debt levels accumulated during their period of study.

**The Committee noted Paper 9 and the proposed increase to the maximum award for HE discretionary support. The Committee also thanked M Breen**

**and the Finance Team for the work that had gone into providing the very useful information contained in the paper.**

**14 Evaluative Report and Enhancement Plan 2018-21 - Progress Report (Paper 10) (P)**

A Campbell introduced Paper 10 as presented. The Committee's attention was drawn to the appendices provided, and in particular Appendix 2 containing commentary on the specific actions due for completion by the end of the cycle.

The Committee noted that the Principal had initiated work on the College's new Strategic Plan. A Campbell advised that she would be working with Curriculum Directors to develop and implement a new Learning and Teaching Strategy in line with the new Strategic Plan.

It was also noted that discussions in relation to the Nethermains Campus were ongoing and alternative options were being considered. M Breen confirmed that an application for funding had been submitted to North Ayrshire Council and the College was working closely with the Landlord.

Members welcomed the update and further discussions followed. J McCrindle queried whether any further issues with the building had arisen since the start of the Academic Year. The Committee was advised that essential remedial works had been carried out on the roof, which had resulted in a short closure. The closure had minimal impact on the students and the College would continue to assess the situation and carry out any necessary remedial works that arise. Further information on the options in relation to Nethermains would be considered at the forthcoming meeting of the Business, Resources and Infrastructure Committee (BRIC).

**The Committee noted Paper 10 and the progress being made.**

**15 Apprenticeship and Work Based Learning Report (Paper 11) (P)**

A Campbell introduced Paper 11. Members noted that the report had now been split in line with the decision taken at the previous meeting of the Committee in September 2019. Progress on the modern apprenticeships and work based learning areas would continue to be reported to the Learning and Teaching Committee, with progress on the Business Growth area now being reported to future BRIC meetings.

The Committee welcomed the amended Paper 11 and agreed the report was very helpful, with clear, concise information and good visuals.

**The Committee noted and welcomed the contents of Paper 11 and commended the ongoing work being undertaken by the College.**

**16 Risk Register – LTC Extract at November 2019 (Paper 12) (R)**

M Breen introduced Paper 12 and a discussion followed. In particular, the Chair queried the risk to the College should suppliers be adversely impacted by Brexit. M Breen replied that, while there was no immediate risk to the College, the situation would be monitored for any future risk in the event of a UK departure from the EU.

G James, as Chair of the Audit Committee, advised members that a stand-alone Brexit Risk Register had now been prepared and V1 had been received and considered by the Audit Committee at their meeting in September 2019. The updated versions of the Brexit Risk Register would continue to be received and considered at the quarterly meetings of the Audit Committee.

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

- **L&T5 – noted as a new risk included to reflect the recent changes at the College, including the new Organisational Structure, and would be developed as the new structure is embedded.**

**The remaining Risks to be maintained at the same levels.**

Received for Information

**17 OA Self Evaluation Report 2018-19 (Paper 13) (P)**

**18 Regional Skills Assessment Summary Reports and Infographics in October 2019 (Paper 14) (P)**

**19 Complaints Report 2018-19 (Q4 May-Jul 2019) (Paper 15) (P)**

**20 Annual Complaints Report 2018-19 (Paper 16) (P)**

**21 Education Scotland College Quality Arrangements September 2019 (Paper 17) (P)**

**22 Education Scotland EREPs Report September 2019 (Paper 18) (P)**

**23 Date of Next Meeting:** The next meeting will be held on Thursday 5 March 2020 at **3.00pm** in LT4, Kilwinning Campus.

*(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*