

**Minute of the Learning and Teaching Committee Meeting  
Held via Video Conference using Zoom,  
on Thursday 2 September 2021**

**Present:**

Fiona McQueen	Chair
Alison Sutherland	Vice Chair
Beth Clelland	Non-Executive Board Member
Steve Graham	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Mike Stewart	Non-Executive Board Member
Steven Wallace	Non-Executive Board Member (joined at 4.20pm)
Steven Fegan	Elected Member, Support Staff
Janette Moore	Elected Member, Curriculum Staff
Ellie Jamieson	Elected Member, Student President
Steven Oliver	Elected Member, Student Vice-President
Gordon Neil	Co-opted Committee Member
Carol Turnbull	Principal, Ex-Officio

**In attendance:**

Pauline Donald	Board Governance Advisor
Yvonne Melvin	Board Administrative Officer
Anne Campbell	Vice Principal – Curriculum
David Davidson	Assistant Principal, HR & OD
Elaine Hutton	Assistant Principal, Curriculum
Julie Maxwell	Assistant Principal, Curriculum
Gavin Murray	Assistant Principal, Curriculum

**1. Welcome and Declarations of Interest**

The Chair welcomed all present to the meeting and introduced three new Members to the Committee who had recently been appointed to their respective roles:

- Sharon Morrow: Non-Executive Board Member
- Gordon Neil, Co-opted Committee Member
- Ellie Jamieson, Student President

There were no Declarations of Interest presented.

**2. Apologies**

Apologies were received from Non-Executive Board Members Elaine Anderson and Mary McClung and from ELT Member Michael Breen.

The meeting was confirmed as quorate.

### **3. Minutes of the previous meeting held on 27 May 2021 (Paper 1) (C/P)**

The minutes were approved as a correct record.

**Proposed:** Steve Graham

**Seconded:** Mike Stewart

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

The Committee noted that all outstanding actions to May 2021 had been completed with updates included in the current agenda.

### **4. Presentation: Mental Health and Wellbeing**

The Committee received a presentation from John McTaggart, Curriculum Manager Sport and Fitness, on the programmes of work undertaken across the College to support Mental Health and Wellbeing.

- The extent of the work, initiatives implemented and the benefits to students as a result of this work programme was commended by the Committee. The Committee also acknowledged the involvement of the supporting Ambassadors, Kris Boyd and Rose Reilly.
- The Committee extended their appreciation to John McTaggart and his team and all those involved for the commitment and successes as a result of this programme which has significantly benefited the students at Ayrshire College.
- John McTaggart extended an invitation to the Committee to visit the College and learn more about the programme and meet with staff, students and Ambassadors.

### **5. Student Association report (Paper 2) (P)**

E Jamieson and S Oliver collectively took the Committee through Paper 2 as presented. Members noted the wide range of current and proposed future activity being undertaken, specifically the arrangements for Fresher's Week, Wear it on your Sleeve Campaign and the consultations on facilitated Clubs and Societies.

The Committee commended the range of work being undertaken, the extent of volunteering taking place and the positive introduction of a monthly newsletter. The following points raised by the Committee were clarified:

- The Youth Participation Panel will target, firstly, the Kilmarnock campus and may likely expand into Ayr and Kilwinning following assessment and learning from its initial implementation.
- SFC funding received to support digital poverty will allow the College to provide all students with laptop access, if required, and therefore allow the whole Student cohort to participate in virtual Fresher's events more easily.

The Chair thanked the Student Association representatives for their informative report and commented in particular on the Student Gaming Club and Wear it On Your Sleeve campaign as examples of initiatives that made a difference to the lives of Students.

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

**6. LTC Terms of Reference and Work Plan 2021-22 (Paper 3) (P)**

P Donald introduced Paper 3, advising the Committee of the annual requirement to review the Terms of Reference and define the corresponding work plan. In addition, the Committee was advised of the outcome of the review of the Committee membership undertaken by the Chair.

The Committee reviewed and considered the proposed amendments to the Terms of Reference and work plan. Of specific note, the Committee was asked to consider the recommendation to change the name of the Committee to the Learning, Teaching and Quality Committee as per the justification detailed in the covering paper.

**Decision: LTQ33:D01**

**The Committee endorsed the proposed change to the name of the Committee, the revised Terms of Reference and the 2021/22 Work Plan for approval by the Board of Management.**

**7. 2019-20 Sector Key Performance Indicator (KPI) report (Paper 4) (P)**

A Campbell introduced Paper 4 as presented and advised the Committee of the College's 2019-20 performance relative to the wider college sector. The Committee noted that:

- Sector KPIs are normally published in January of each year, however, publication was delayed until July of 2021 to include outcomes for as many deferred students from AY 2019-20 as possible.
- The percentages included in the paper focus on the completed successful performance indicator – 'students who completed their course and achieved the qualification that they were working towards'.
- The background context is outlined in the SFC publication, (link provided in the cover paper). Caution is advised when comparing 2019-20 data given the significant range of unique circumstances, eg first national lockdown, move to on-line learning and teaching. The award of certificates was based on inferred learning with a range of complex individual circumstances impacting on students from March 2020-June 2020.

Specific highlights related to performance were noted as follows:

- FE FT student success: slightly below the sector average by 1.1%. A significant number of vulnerable students study with the College. The digital poverty initiative was not available during this session and so many students would not have had access to a device. This may have had an impact on their ability to engage in remote learning.
- HE FT student success: improvement of 1.9% on 2018-19 - the highest for 5 years and a positive story for HE FT, however, it was 4.7% below the sector average.
- Part-time student success: declined by 2.4% and the performance was 9.3% below sector average. Part-time programmes are very diverse and issues

related to difficulties around furlough, lack of ICT access, schools prioritising school qualifications. These factors contributed to the expectation that figures would fall.

- All areas of the curriculum are being kept under review with regular review of data undertaken in team evaluations and considered in action and improvement plans.

The Committee acknowledged the challenges associated with the performance data related to the timeline of the pandemic but sought assurance on the limited overall ranking order of the College and the projected plans to improve; albeit noting the areas of strength but where others are tracking low.

A Campbell advised that all teams have a heightened focus on improving retention, increasing attainment, and improving the quality of the student experience through effective learning and teaching. The Committee noted that a key priority will be to ensure that the attainment gap does not widen further as a consequence of disrupted learning as a result of the pandemic and is supported by robust quality improvement plans. The Committee noted that the College is working with other Colleges to learn from their success and will consider opportunities to incorporate within improvement plans.

The Principal commented that a significant organisational review in 2019 resulted in the appointment of VP Curriculum. The Principal further advised that with this strategic leadership now in place, confidence across teams significantly increased, improvements being undertaken and planned, had resulted in the trajectory for continuous improvement over the next 3 years being very positive.

From a staff curriculum viewpoint, J Moore advised that she very much supported the above views.

The Chair confirmed that it was helpful to receive assurance of the current position, and that action has and continues to be taken to improve outcomes and results for students.

**The Committee noted the content of Paper 4.**

#### **8. 2020-21 External Verification report (*Paper 5*) (*P*)**

A Campbell introduced Paper 5 as presented and advised the Committee on the overall results of external verification activity during 2020-21. The Committee was asked to note that identified areas for improvement had been minor and were completed quickly with the external verification report updated to a successful outcome. A Campbell asked the Committee to note the areas of good practice identified by the External Verifiers.

The Chair acknowledged the assurance provided to the Committee in terms of the positive outcomes from the external reviews.

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

## **9. Covid-19 Update (Paper 6) (P)**

A Campbell introduced Paper 6 as presented and updated the Committee on the changing and continuously evolving situation. The Committee noted the following:

- The vast majority of students who remained on course had completed their studies (81%). Where completions are required, staff are working with students to help them successfully conclude their studies.
- A focus, throughout induction, on supporting students how to learn digitally will improve a more blended learning format or indeed support transition to digital learning should further restrictions be enforced.
- 65% of students are currently on campus Public Health mitigations are being adhered to across the College.

E Hutton provided an outline of the summer programme of activity and the uptake which had been very successful. Experiences in the College's restaurants had benefited up to 60 students, sports summer schools in partnership with the community had supported 10-15 students gaining their coaching qualifications and hair and beauty salons had been in operation with only 4 students having to defer.

**The Committee noted the content of Paper 6.**

**The Committee commended the work of the College and the commitment of staff toward students during this most challenging of times.**

**The Committee acknowledged the commitment of all staff in contributing to this success.**

## **10. Supporting Mental Health and Wellbeing (Paper 7) (P)**

E Hutton introduced Paper 7 as presented providing an update on the range of college services available to support students with their mental health and wellbeing and to illustrate how this is being embedded within curriculum delivery.

The Committee noted the content of the paper and the range of work being undertaken and commented that it was very helpful and encouraging to note.

The Committee queried the level of support available to care-experienced students. E Hutton provided assurance to the Committee that the College was very conscious of this aspect with a range of support provided including a robust support network and assistance programme.

**The Committee noted the content of Paper 7.**

**The Committee commended the work being undertaken and requested that their thanks were extended to all staff involved.**

## **11. 2020-21 Credit Position report – final position for Audit (Paper 8) (P)**

J Maxwell introduced Paper 8 as presented providing a status report on the final credit position for 2021-21 and reporting that the SFC target had been exceeded by 324 credits: presenting a very positive position.

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

**The Committee commended the final position as presented and acknowledged the exceptional leadership across all levels of the College that had contributed to this position.**

#### **12.2020-21 Student Support Funds Final Position at July 2021 (Paper 9) (P)**

J Thomson introduced Paper 9 as presented that provided an update on the final position of the student support funds as at July 2021.

Assurance was provided to the Committee that the College had maximised the use of funds as efficiently and effectively as possible as outlined in the supporting Tables.

J Thomson confirmed that under-utilised SFC funding is required to be returned but can be offset against the SFC allocation for the forthcoming year.

**The Committee noted the content of Paper 9.**

#### **13. Apprenticeships and Work Based Learning Report (Paper 10) (P)**

G Murray introduced Paper 10 as presented and advised of the year-end position across the apprenticeships and work-based learning programmes.

The Committee acknowledged the quality of the report which provided a clear line of sight from the previous report to the Committee and specifically acknowledged the commendable performance attained in what has been a very challenge year.

The Chair asked about progression from foundation and modern apprenticeships to graduate apprenticeships offered, primarily, by universities G Murray confirmed that there are strong relationships with universities and articulation agreements in place.

**The Committee noted the content of Paper 10 and acknowledged the commendable performance attained.**

#### **14. Student Recruitment Report (Verbal) (P)**

E Hutton provided a verbal report on the status of current student recruitment. The Committee noted:

- Recruitment is being impacted by certain factors and situations including the increased pass rate of A-C Highers and the number of uncapped university places. The impact is also being seen at Level 4 programmes in some very practical areas such as Hair and Beauty where students may be of the view that they may not receive relevant practical experience.
- All teams are working to review waiting lists and present offers. Some areas are very buoyant, and actions are being pursued to determine if places can be increased. Winter start programmes are being assessed and planned accordingly.

The Committee noted that concentrated efforts are being made to support L4 students and to promote the College commitment to provide a positive experience for these students.

**The Committee noted the verbal report received.**

**15. Risk Register – Learning and Teaching Extract at February 2021-22 (Paper 11) (R)**

A Campbell introduced the draft LTC extract from V1 of the Risk Register.

The Committee noted that all four risks, as reported, had decreased in residual rating from previously report. Controls in place are reflective of status reports submitted to the Committee.

No comments or questions were raised in respect of the risks presented.

**The Committee approved the Risk Register – Learning and Teaching Extract at February 2021.**

Received for Information

**16. Overview of items under Part D – For information**

A Campbell provided a summary statement on each of the papers provided for information. The detailed papers are provided for reference and review by the Committee at their leisure.

**The Committee confirmed that they considered that the high-level summary report was helpful and confirmed their support to this new approach.**

**17. Empowering, Supporting and Inspiring Student Success (Ayrshire College Learning and Teaching Strategy) (Paper 13) (P)**

**18. Education Scotland – Remote learning in Scotland's Colleges (Paper 14) (P)**

**19. SDS Regional Skills Assessment Report Ayrshire, July 2021 (Paper 15) (P)**

**20. SFC Report on Widening Access 2019-20 (Paper 16) (P)**

**21. SFC Credit Guidance 2021-22 (Paper 17) (P)**

**22. Date of Next Meeting: Thursday 11 November 2021 at 4.00pm**

*(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*