

**Minute of the Learning and Teaching Committee Meeting
Held via Video Conference using Zoom,
on Thursday 11 November 2021**

Present:

Fiona McQueen	Chair
Alison Sutherland	Vice Chair
Elaine Anderson	Non-Executive Board Member
Beth Clelland	Non-Executive Board Member
Steve Graham	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Mike Stewart	Non-Executive Board Member
Janette Moore	Elected Member, Curriculum Staff
Ellie Jamieson	Elected Member, Student President
Carol Turnbull	Principal, Ex-Officio

In attendance:

Pauline Donald	Board Governance Advisor
Yvonne Melvin	Board Administrative Officer
Anne Campbell	Vice Principal – Curriculum
Michael Breen	Vice Principal – Finance
David Davidson	Assistant Principal, HR & OD
Elaine Hutton	Assistant Principal, Curriculum
Julie Maxwell	Assistant Principal, Curriculum
Gavin Murray	Assistant Principal, Curriculum
Cameron Bell	(Agenda item 6)

1. Welcome and Declarations of Interest

The Chair welcomed all present to the meeting.

There were no Declarations of Interest presented.

2. Apologies

Apologies were received from Steven Wallace, Non-Executive Board Member, Gordon Neil, Co-opted Committee Member, Steven Fegan, Elected Member (Curriculum Staff) and Steven Oliver, Elected Member (Student Vice-President).

The meeting was confirmed as quorate.

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

The minutes were approved as a correct record.

Proposed: Mike Stewart **Seconded:** Steve Graham

3.1 Action Tracker (*Paper 1a*)

The Committee noted that there were no outstanding actions.

4. Student Association report (*Paper 2*) (P)

E Jamieson took the Committee through Paper 2 as presented. In response to questions raised by Members, the following was noted:

- Ayrshire College's Got Talent competition is also open to all staff. Alison Sutherland advised that she would be happy to be involved as a panel judge.
- The 'Free Soup and Porridge' opportunity will be open to all students, on all campuses.
- The recently launched Care Experienced Students Forum has had a positive uptake in numbers.

Action: LTQ34-A01: E Jamieson will explore the suggestion of including the involvement of an ex-student as a guest speaker as part of the 'Wear it on your Sleeve' campaign.

The Chair thanked the Student Association for an informative and detailed report.

The Committee noted and welcomed the content of Paper 2.

5. Draft National Outcome and Impact Framework 2021-22 and 2020-21 Self Evaluation Report (*Paper 3*) (P)

A Campbell introduced Paper 3 as presented and advised the Committee that the College is required to have an annual agreement (Outcome Agreement AY 2021-22) in place with the Scottish Funding Council which is approved by the Board of Management. Additionally, the College is also required to produce a short self-evaluation report for AY 2020-21. The Committee noted:

- the guidance reflects that Colleges are in a transitional year. The SFC require assurance across four key areas as outlined in the cover paper and a short narrative for each is included in the report.
- Appendix 1 is incomplete as the FES return is currently being ratified. The Committee noted that the confirmed data table will be available to be included in the final report for publication.
- Appendix 2 presents the College self-evaluation report and reflects on available statistical/performance data, achievement of milestones, the impact of COVID-19 and the on-going recovery and early mitigations to address challenges moving into AY 2021-22.

The Committee discussed the report, in general, and confirmed that the further background information received provided assurance on several minor points raised eg scale of digital poverty and actions taken to meet demand and manage and monitor resources, approach to identify relevant opportunities for staff to further develop their digital skills, introduction of software to support the blended learning environment.

The Committee commended the quality and comprehensiveness of the above reports.

Decision LTQ34-D01: The Committee recommended the National Outcome and Impact Framework 2021-22 and 2020-21 Self Evaluation Report for approval by the Board at the Board meeting on 8 December 2021.

6. Draft 2022-23 Curriculum Delivery Plan (CDP) (Paper 4) (P) – Presentation

A Campbell introduced Paper 4 as presented and provided an overview of the process and considerations taken into account to formulate the draft CDP for AY 2022-23.

To further support the Committee's understanding of the formulation of the CDP, the Committee received a presentation from Cameron Bell, Head of Learning and Skills, Construction and Trades, reflecting the approach that each Head considers when developing the CDP for their respective areas. The Committee expressed their appreciation for a very informative and clear presentation.

The Committee commended the work to develop the CDP, commenting that the robustness of the planning and development process, incorporation of the student voice and the use of data to inform practice was clearly evident.

Action LTQ34-A02: A copy of the CDP presentation will be circulated to the Committee.

Decision LTQ34-D02: The Committee approved the 2022-23 Curriculum Delivery Plan.

The Committee noted the content of Paper 4.

7. Internal Audit Report – Curriculum Planning (Paper 5) (P)

A Campbell introduced Paper 5 as presented.

The Committee noted that the report had been reviewed and commended by the Audit and Risk Committee and is now presented to the LTQ Committee for information.

The Chief Executive acknowledged the work undertaken by the VP, Curriculum, and her team to achieve an Internal Audit reporting no recommendations and confirming substantial assurance of the effectiveness of controls; a position which is very unusual and testament to the robustness of the processes in place and commitment of the staff involved.

The Chair reiterated the above acknowledgment and requested that the thanks of the Committee is relayed to all staff involved.

The Committee noted the content of Paper 5.

8. Curriculum Audit 2021-22

A Campbell provided a verbal report on the above.

In response to the request from the Audit and Risk Committee, A Campbell put forward the recommendation to include an audit around the student voice as part of the 2021-22 audit programme. A Campbell advised that this aligns to Aim 1 of the Strategic Ambition and will provide a review of how students are supported to engage with their learning experience.

The above suggestion was fully supported by the Committee.

Action LTQ34-A03: ARC Committee will be informed of the recommendation from LTQ to include an audit around the student voice as part of the 2021-22 audit programme.

9. 2020-21 Interim Ayrshire College Performance Indicator Report (Paper 6) (P)

A Campbell introduced Paper 7 as presented and provided a high-level summary of the College's 2020-21 performance indicators and the achievements and challenges experienced as outlined in the supporting narrative.

The Committee was asked to note:

- the performance related to Further Education Full-time (FE-FT) and the actions taken to support students and address the decline during AY2021-22.
- the successes achieved in relation to Higher Education (HE-FT) which were very positive at 71.6% and the first time that the College has achieved over 70%.
- the evidence suggests that FE students have been more challenged than HE students in managing the disruption to their studies during AY2020-21.
- successes and lessons learned from last year have informed the approach for AY2021-22.
- considerable work has been undertaken across curriculum areas to follow-up with those FE students who had not continued their studies, learn from their experience, and provide support as required.

A Campbell advised that the information provided is an interim position and that PIs will not be confirmed until after the FES return to SFC and the subsequent audit process is complete. Following verification, it is anticipated that the final national sector report will be published at the end of February 2022. The Committee noted that indications are that the College's performance results around FE will be mirrored across Scotland.

The Committee noted the current performance status and acknowledged the efforts undertaken to support students during AY 2020-21. A Campbell advised that a comparison report will be submitted to the March meeting of the Committee following publication of the national sector report.

Action LTQ34-A04: 2020-21 Ayrshire College Performance Indicator update report will be submitted to March LTQ meeting following publication of the national sector report.

The Committee noted the content of Paper 6.

10. 2020-21 Student Satisfaction and Engagement Report (Paper 7) (P)

A Campbell introduced Paper 7 as presented.

The Committee noted the high response rate from students, both the positive and negative responses received and welcomed the direct insight into the student experience. Additionally, the Committee acknowledged the efforts and commitment from all staff throughout a significantly challenging academic year.

The Chair requested that the thanks of the Committee is relayed to all staff involved.

The Committee noted the content of Paper 7.

11. 2021-22 Credit Activity Report as at 1 November 2021 (Paper 8) (P)

E Hutton introduced Paper 8 as presented providing an overview of the credit activity target position as at 19 October 2021 and projection to the end of the academic year. The following was noted:

- Table 1 outlines the SFC credit target of 124,793 with Table 2 outlining the additional credits received in 2021-22 totalling 4,084 (including first time receipt of foundational apprenticeship credit targets).
- The College projects that it will exceed the SFC credit activity target and projects under activity related to the additional credits – the SFC has advised that these cannot be transposed.

The Committee sought clarity on any associated financial risk and the status of any possible SFC clawback.

A Campbell advised that:

- the SFC had confirmed that it will not seek to recover funds, for AY 2021-22, for shortfalls against core Outcome Agreement credit targets where related to Covid-19.
- the clawback position in relation to the additional credits was, as yet unclear, though the VP, Finance had confirmed contingency planning with provision identified within the management accounts for under-recovery of income.
- dialogue will continue with the SFC as required with reference shortfalls in relation to additional credit targets.
- the associated risk assessment is outlined in the risk register at L&T3.

The Committee acknowledged the assurance provided.

The Committee noted the content of Paper 8.

12. 2021-22 Student Support Funds position (Paper 9) (P)

M Breen introduced Paper 9 as presented providing an update on the student position and projections as at 18 October 2021 as outlined in Table 1. The Committee noted the variables that will continue to be factored going forward as highlighted.

The Chair commented on the clear triangulation of information with other reports presented to the Committee from financials, activity, student numbers through to delivery for students.

The Committee noted the content of Paper 9.

13. 2021-22 Apprenticeships and work-based learning report (Paper 10) (P)

G Murray introduced Paper 10 as presented providing an overview of the in-year position of Apprenticeship and Work-Based Learning provision.

The Committee noted the positive direction of travel across trade areas but also the largest negative impact on the hospitality sector due to the impact of COVID-19.

In further clarifying the impact on the hospitality sector, the Committee noted that the College was in regular dialogue with partners in the sector. Current challenges include students commencing in College and then being offered jobs, due to the current climate, and therefore leaving College. Discussions are focussing on looking at a range of options to bring students back into the College eg day release, shorter and sharper focussed courses, encouraging students back at a later date to take further qualifications.

The Committee acknowledged the initiatives being explored to offer students a range of options and expressed their thanks to staff for the efforts in supporting both students and employers.

The Committee noted the content of Paper 10.

14. Risk Register – Learning and Teaching Extract at November 2021 (Paper 11) (R)

A Campbell introduced the draft LTC extract from V1 of the Risk Register highlighting that the content reflects the discussions of the papers presented to the Committee. The following was noted:

- **L&T1:** Movement in period - no change/position can be relaxed. Updated narrative and actions have been highlighted.

The Committee commented that despite the recommendation that the current position can be relaxed and is within risk appetite there is no corresponding evidence within the narrative to suggest this is the case.

Action LTQ34-A05: L&T1 - The supporting evidence to provide assurance of the effectiveness of the internal controls/actions taken will be updated prior to reporting to ARC.

- **L&T2:** Movement in period - no change/current position acceptable. Updated narrative reflects blended learning arrangements and use of Mental Health funding.
- **L&T3:** Movement in period – risk score increased /mitigating actions to be taken.

The Committee noted that mitigation is around continual dialogue, but budgetary planning is being undertaken in the background. This detail will be included as a further action.

Action LTQ34-A06: L&T3 - The supporting evidence to provide assurance of the effectiveness of the internal controls/actions taken will be updated prior to reporting to ARC.

L&T4: Movement in period - no change/ current position acceptable.

Decision LTQ34-D03: The Committee approved the Risk Register – Learning, Teaching and Quality Committee Extract at November 2021 for submission to ARC.

Received for Information

15. 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.

15.1 CDN School College Partnership Report

15.2 Education Scotland College Quality Arrangements AY2021-22

16. Date of Next Meeting: Thursday 3 March 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