

**Minute of the Learning, Teaching and Quality Committee Meeting
Held via Microsoft Teams, Thursday 28 November 2024**

Present:

Sharon Morrow	Vice Chair LTQC
Jason Currie	Non-Executive Board Member
Gillian Longmuir	Non-Executive Board Member
Michael Ross	Non-Executive Board Member (From Item 4 onwards)
Jane Grant	Non-Executive Board Member
Chris Boyce	Elected Member, EIS/FELA
Lisa Keggans	Elected Member, Support Staff
Janette Steel	Elected Member, Curriculum Staff (From Item 4 onwards)
Darcie Hamilton	Elected Member, Student President
Connor Skipsey	Elected Member, Student Vice President (From Item 4 onwards)
Angela Cox	Principal, Ex-officio

In attendance:

Anne Campbell	Vice Principal, Skills and Enterprise
Alan Ritchie	Vice Principal, Finance and Infrastructure
Jennifer Anderson	Assistant Principal, Skills and Innovation
Gavin Murray	Assistant Principal, Skills and Innovation
Alistair Rodgers	Director of Enterprise Development
Doreen Wales	Assistant Principal, Student Experience & Quality Enhancement.
Hilary Denholm	Board Governance Advisor
Katelyn Kilbride	Executive Assistant (Minutes)

1. Welcome and Declarations of Interest

Sharon Morrow, Vice Chair of the LTQC, welcomed everyone to the meeting.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

2. Apologies

Apologies were received from Alison Sutherland, Chair LTQC and Senior Independent Board Member, Iain Shearer, Non-Executive Board Member and David Davidson, Vice Principal, People, Performance and Transformation.

3. Minutes of the previous meeting held on 12 September 2024 (Paper 1) (C/P)

The minutes of the meeting held on 12 September 2024 were approved as a correct record.

Proposed: Angela Cox

Seconded: Sharon Morrow

3.1 Action Tracker (Paper 1a)

The Committee noted that there were no outstanding actions.

4. Student Association Report Q2 (Paper 2) (P)

D Hamilton highlighted the main activities from the report, and verbally updated the Committee on activities since the report submission.

**M Ross, C Skipsey & J Steel joined the meeting during this Item.*

The Committee noted:

- College Class Ambassadors are undergoing a two-phase training programme with Sparqs. It was highlighted that a monthly Summary Note will be used to collate feedback from Ambassadors and Students.
- The Student Engagement Satisfaction Survey is now live and completion is being monitored / encouraged.
- Darcie highlighted efforts to celebrate significant dates within the Equalities Calendar, specifically Black History Month in October, International Men's Day in November and Transgender Remembrance.
- Unfortunately, the College did not reach any finals in the Battle for Scotland Tournament.
- The gardening club have planted bulbs and fruit trees as part of the Brighten our Campus project.
- The first Virtual Reality Student Association meeting took place and members discussed planning, including content and zones.

The Committee welcomed the report, informative updates, noting the report as presented.

5. Learning, Teaching and Student Experience Strategy (Paper 3) (P)

A Campbell provided committee members with an overview of the strategy.

The Committee noted:

- Workshops were held with staff to formulate the four enabling strategies.
- The draft strategy has been reviewed by the Student Association and feedback has been considered.
- The strategy has also been shared with the College Leadership Team and the Learning, Teaching and Quality Enhancement Steering Group.
- College staff have been invited to provide feedback on the strategies by Friday 6 December.
- Anne highlighted three questions (slide will be circulated) which committee members should consider and then provide feedback on the strategy by Friday 6 December.

The Committee welcomed the paper and agreed to review the Learning, Teaching and Student Experience Strategy by Friday 6 December.

Action: LTQ46- A01: Committee members to send any further feedback to Anne Campbell by 6 December latest for inclusion in Board submission paper. Katelyn Kilbride to share slide of questions with Hilary Denholm for circulation to Committee members.

7. 2023-24 Interim Ayrshire College Performance Indicator Report (*Paper 5*) (*P*)

A Campbell updated the Committee on the 2023-24 Interim Ayrshire College Performance Indicator Report and highlighted the delay on reporting due to industrial action in the final months of 2023-24.

Discussions took place on the Performance Indicators and the trend in data which shows Ayrshire College being below sector average in areas such as Business and Computing, Hospitality, Care and Social Subjects.

Anne provided assurance that meetings have been arranged to identify and discuss the reasons for underperformance and to agree specific actions for improvement.

The Committee welcomed the detailed report, noting the report as presented.

8. 2024-25 Performance Dashboard

A Campbell provided an overview of the Performance Dashboard and noted that the College is currently on track in terms of meeting its credit activity target. It was also highlighted that retention across FE Full time / Part time and HE Full time / Part time is trending positively.

The Committee noted the verbal update.

9. Student Support Funds Update (*Paper 8*) (*P*)

A Ritchie introduced the Student Support Funds paper and provided an updated on the final 2023-24 position and audit outcome, and the 2024-25 financial position and risks.

The Committee noted:

- There is a risk that the SAAS HE Discretionary budget does not allow the College to support all HE learners start / complete their course due to financial constraints.
- There is a risk to FE Students as maintenance rates have not increased in line with the inflation of the cost of living.
- The CAMS platform which the college uses to support the student application process will be decommissioned in 2026 and therefore the College must find an alternative solution. The committee will remain informed.

The Committee welcomed the paper and updates, noting the report as presented.

16. AOB

No AOB noted.

Date of Next Meeting: Thursday 06 March 2025 at 4.00pm @ Kilmarnock

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