

**Minute of the Learning, Teaching and Quality Committee Meeting
Held by Hybrid Attendance at Kilmarnock Campus and via Microsoft Teams
Thursday 04 September 2025**

Present:

Alison Sutherland	Chair LTQC
Jane Grant	Non-Executive Board Member
Gillian Longmuir	Non-Executive Board Member
Michael Ross	Non-Executive Board Member
Iain Shearer	Non-Executive Board Member
Gayle Watson	Co-opted Committee Board Member
Chris Boyce	Elected Member, EIS/FELA
Angela Cox	Principal, Ex-officio
Marko Prororic	Elected Member, Professional Services/Support Staff.
Connor Skipsey	Elected Member, Student Vice President
Janette Steel	Elected Member, Curriculum Staff

In attendance:

Jennifer Anderson	Assistant Principal, Skills and Innovation
David Davidson	Vice Principal, People, Performance and Transformation
Gavin Murray	Assistant Principal, Skills and Innovation
Sara Rae	Vice Principal, Skills and Enterprise
Alan Ritchie	Vice Principal, Finance and Infrastructure
Alistair Rodgers	Director of Enterprise Development
Doreen Wales	Assistant Principal, Student Experience & Quality Enhancement
Richard Simson	Head of Business Intelligence & Information Systems (Item 10 only)
Hilary Denholm	Board Governance Advisor
Katelyn Kilbride	Executive Assistant (Minutes)

1. Welcome and Declarations of Interest

Alison Sutherland, Chair of the Learning, Teaching and Quality Committee, welcomed everyone to the meeting, including new members and new attendees. The Chair requested all attendees introduce themselves and their roles.

There were no Declarations of Interest presented.

The meeting was confirmed as quorate.

2. Apologies

Apologies were received from Brian Green, Vice Chair LTQC, Lisa Keggans, Elected Member, UNISON, Darcie Hamilton, Elected Member, Student President and Jason Currie, Non-Executive Board Member.

3. Minutes of the previous meeting held on 29 May 2025 (Paper 1) (C/P)

The minutes of the meeting held on 29 May 2025 were approved as a correct record.

Proposed: Gillian Longmuir

Seconded: Angela Cox

3.1 Action Tracker (*Paper 1a*)

The Committee noted that there were no outstanding actions.

4. Student Association Report Q1 (Paper 2) (P)

C Skipsey highlighted the main activities from the report and verbally updated the Committee on activities since the report submission.

The Committee noted:

- The Student Association (SA) team attended the sparqs 'Lead and Change' two-day residential conference in August and are undertaking a further review of the sparqs SLE model.
- A campaign plan is underway for Dyslexia Awareness week in October.
- Freshers events are organised to take place in Kilmarnock on Wednesday 10 September, Ayr on Thursday 11 September and Kilwinning on Friday 12 September.
- The SA have introduced the opportunity to win a £100 gift card to students for engaging with NEXUS.
- The Brighten Our Campus project is progressing positively. Flowers have been planted at each campus and furniture has been purchased to establish a well-being garden in Kilwinning.
- The Ayrshire College flower (Blue Columbine) has been planted in various locations around campus, and the Student Association team hope to celebrate with a small ceremony.

The Committee welcomed the report and noted informative updates.

5. Student Association Presentation – The Nexus

C Skipsey presented the NEXUS video to members.

The Committee noted:

- J Steele praised the Student Association for their efforts and reinforced the positive impact of the NEXUS platform.
- D Wales noted almost 600 visits to the NEXUS and highlighted 295 of those visits occurred following the Festival of Practice.
- A Cox highlighted the importance of reaching students like apprentices and ensuring engagement with the NEXUS platform. C Skipsey advised the first step is to launch the NEXUS at Freshers and then the focus will shift to engagement with students. It was agreed Vice Principal Skills and Enterprise and Director Enterprise Development would assist with helping to encourage engagement amongst Modern Apprentices.

- A Cox also highlighted the prospect of expanding the NEXUS into more specific areas in the future.
- A Sutherland queried the functionality of the questions tab. C Skipsey advised there is an AI generated responder who has knowledge of the College website and Class Ambassadors video. D Wales added that the questions received are moderated.

The Committee welcomed the presentation.

6. 2025-26 Committee Terms of Reference & Work Plan (Paper 3) (P)

H Denholm highlighted the suggested changes to the Committee Terms of Reference and updates to the 2025/26 Committee Workplan.

The Learning, Teaching and Quality Committee were asked to review the revised Terms of Reference and the 2025/26 Work Plan for the Learning, Teaching and Quality Committee, and recommend approval to the Board.

A Cox queried page 4 of the paper under heading ‘meetings:’

“The Committee shall normally meet on a quarterly basis but shall meet on a minimum of three occasions per annum.”

It was agreed that the Terms of Reference will be reviewed by the Chair and Hilary Denholm.

The Committee is asked to note the current Committee Membership.

Decision: LTQ49-D01: The Committee reviewed the revised Terms of Reference and the 2025/26 Work Plan for the Learning, Teaching and Quality Committee and recommended approval to the Board subject to the review of the following statement: “The Committee shall normally meet on a quarterly basis but shall meet on a minimum of three occasions per annum.”

7. 2024-25 Interim Ayrshire College Performance Indicator Report (Paper 4) (P)

S Rae presented on the interim 2024-25 Performance Indicators and noted the following:

- Further Education Full-Time is positive.
- Further Education Part-Time is positive.
- Higher Education Full-Time is positive.
- Higher Education Part-Time was initially recorded as being significantly lower however this was due to outstanding results. The most recent internal data showed only a 0.4% variance from last year.

- S Rae advised the data shows the recognised challenges faced by the College, and the wider Sector, in 2023-24 and the efforts made in 2024-25.
- A very positive picture was presented on successful outcomes linked to priority groups.

The presentation will be circulated with the minute.

The Committee welcomed the report and noted the informative updates.

8. 2023-24 College Sector KPI Benchmarking Report (Paper 5) (P)

S Rae presented the 2023-24 College Sector KPI Benchmarking Report.

The Committee noted:

- Members were reminded of Industrial Action throughout 2023-24 which impacted KPIs and noted the change in universities providing unconditional offers.
- S Rae noted the focus on priority groups and the exceptional results for the College in 10% Deprived, 20% Deprived, Disability and Care Experienced categories.
- G Murray highlighted the Skills and Enterprise Team are reviewing how courses are delivered to understand the differences and implement good practices across all areas.
- J Anderson reiterated the changes in her area and noted that areas for improvement are being reviewed. Jennifer also noted that College 3C time is being utilised to review KPI data and discuss innovative ideas to tackle areas of concern and all management received Evolve Leadership training as part of this.
- D Wales advised that the Curriculum Improvement process has been reintroduced and Heads/CQMs are being encouraged to review and understand KPIs. This has included training sessions for CLT which were delivered by Scottish Funding Council colleagues.

The presentation will be shared with the minute.

Members noted the report as presented.

14. AOB

The Chair noted key points will be shared with Board Members and welcomed feedback on the format of meetings.

No other business noted.

Date of Next Meeting: Thursday 27 November at G93, Dam Park, Ayr Campus.

(C/P) Confirmed minutes will be published on College Website;

(P) – Paper will be published on the College Website;

(R) – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website

RESERVED ITEMS ON THE NEXT PAGE