

**Minute of the Learning and Teaching Committee Meeting  
Held via Video Conference using Zoom  
on Thursday 26 May 2022**

**Present:**

Alison Sutherland	Chair
Beth Clelland	Non-Executive Board Member
Steve Graham	Non-Executive Board Member (from 16.30)
Sharon Morrow	Non-Executive Board Member
Mike Stewart	Non-Executive Board Member
Steven Wallace	Non-Executive Board Member
Gordon Neil	Co-opted Committee Member
Janette Moore	Elected Member, Curriculum Staff
Ellie Jamieson	Elected Member, Student President

**In attendance:**

Pauline Donald	Board Governance Advisor (Minutes)
Yvonne Melvin	Board Administrative Officer
Anne Campbell	Vice Principal – Curriculum
Michael Breen	Vice Principal - Finance
David Davidson	Assistant Principal, HR & OD
Julie Maxwell	Assistant Principal, Curriculum
Gavin Murray	Assistant Principal, Curriculum
Joe Mulholland	HMIe (Education Scotland) (Item 5)

**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 Elaine Anderson, Non-Executive Board Member, Mary McClung, Non-Executive Board Member, Carol Turnbull, Principal, Ex-officio, Steven Fegan, Elected Member, Support Staff, Steven Oliver, Elected Member, Student Vice-President, Elaine Hutton, Assistant Principal, Curriculum.

The meeting was confirmed as quorate.

**3. Minutes of the previous meeting held on 3 March 2022 (Paper 1) (C/P)**

The minutes were approved as a correct record.

**Proposed:** Mike Stewart      **Seconded:** Beth Clelland

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

The Committee noted the updates provided and that there were no outstanding actions.

#### **4. Student Association Report (Paper 2) (P)**

E Jamieson took the Committee through Paper 2 as presented.

The Committee noted that this would be the final meeting with Steven Oliver in his role as elected Student Vice President, having served the maximum 2-year period of office.

The Committee extended their congratulations to Ellie Jamieson on her successful re-appointment to the role of Elected Member, Student President.

Ellie Jamieson provided a further update on the election process for the role of Vice-President advising that this position will be subject to a by-election because of a fault in the system used to return the votes. The Committee noted that confirmation of appointment to this position will be advised in due course.

The Committee extended their thanks to the Student Association for the report noting the considerable amount of work undertaken to date.

**The Committee acknowledged the significant contribution made by Steven Oliver during his tenure as Student Vice President particularly in the creation and implementation of the Ayrshire College Gaming Society and the Wear it On Your Sleeve, Men's Mental Health Campaign.**

#### **5. Education Scotland Progress Visit (Verbal) (P)**

Joe Mulholland, HMle, Lead Inspector, was in attendance and provided a verbal update on the key findings from the Education Scotland Progress visit which took place between 26 and 28 April 2022.

The Committee noted:

- Staff from across the College participated in professional dialogue sessions around five key themes:
  - Curriculum, learning, teaching and assessment
  - Services to support learning
  - Learner engagement
  - Evaluation to facilitate improvement
  - Learner progress and outcomes
- The outcome grade of the inspection was reported as Satisfactory which is the highest level of grade in the final report.

#### **Key points noted included:**

- Evaluation to facilitate improvement was highlighted as one of the strongest areas. The College was commended for embedding this approach in its culture.
- Opportunities to increase the profile of the Student Association and the role of

Class Ambassadors were highlighted in terms of the learner's level of engagement with the acknowledgement that the return of students to on-campus learning will create the environment for further development.

- Positive attainment rates and improving trends, across HEFT, HEPT and FEPT, were acknowledged.
- The College was commended for its open and transparent approach to the challenges experienced against the background of COVID-19.

The Committee was advised that the formal report will be submitted to the Principal for accuracy review prior to publication. The Board will receive a copy of the final report and will also receive a verbal report from the Lead Inspector at the Board meeting on 16 June 2022.

The Chair commented on the positive report which provided assurance on the quality of the learning and teaching provided by the College noting the many areas of positive progress as well as acknowledging the opportunities for improvement.

The Chair expressed her thanks to Joe Mulholland and his team for their progress visit and the summary presentation of findings.

**The Chair extended her thanks to the leadership and all staff involved in the Education Scotland Progress visit and their contribution to the achievement of the reported successful outcomes.**

## **6. 2020-21 College Sector Performance Indicator Report (Paper 3) (P)**

A Campbell introduced Paper 3 as presented and took the Committee through a supporting summary presentation outlining the key points of note.

The Committee noted:

- Publication of sector KPIs have been delayed because of the pandemic, usually being published in January of each year and only now published on 26 April 2022.
- The sector report will inform curriculum evaluation discussions which now will take place during June due to the above delay.
- There is clear triangulation between the findings from the Education Scotland Progress visit and the performance indicator outputs.
- The significant disruption throughout AY 2020-21 was highlighted, with the approach taken that students were prioritised for on-campus learning with apprentices/HE learners in priority groups 1 and 2.
- Improvements achieved in FEFT and HEFT subjects reflected the positive attainment rates as reported under agenda item 5.
- The positive trends and areas of decline across age, SIMD, and Disability with Care Experienced reporting 6.4% above sector average.
- Robust self-evaluation processes are in place with the projection that these will translate into improved outcomes.

**Action: LTQ36 A01:** In discussion, it was agreed that benchmark information with comparative colleges will be included in future reports to provide the committee with comparative context more specifically relevant to the College.

**The Committee noted the report as presented.**

**A copy of the summary presentation provided is available to Committee Members on AdminControl.**

**7. 2021-22 SFC Student Satisfaction and Engagement Survey (Paper 4) (P)**

A Campbell took the Committee through Paper 4 as presented advising that the College is required by the SFC to conduct an annual student satisfaction and engagement survey.

A Campbell advised that the results as presented are provisional and yet to be ratified by the SFC and that a final report will be brought back to the November LTQ Committee.

The Committee noted:

- The overall key findings from the report with all but two statements seeing an increase.
- A reduction of 286 in the number of students who completed the survey compared to 2020-21, which was considered disappointing given that there had been a joint implementation approach with the Student Association.
- The overall student satisfaction rate is a key measure in the outcome agreement and shows a 7% increase for 2021-22; only 1% below the pre-pandemic level despite learning and teaching being delivered in a blended way.
- Two college-based statements were added to the survey; both of which reported a positive level of satisfaction.
- An 11% increase in satisfaction related to the way students are taught and which is considered most likely to reflect the increasing return to on-campus activity and improved blended learning approaches.
- The lowest response related to interaction with the Student Association which triangulates with the findings reported under Agenda item 5.

The Chair acknowledged the positive results and messages outlined in the report; also acknowledging that the impact from COVID on students, staff and the learning and teaching experience overall could not be underestimated.

The Committee reflected on the comparative views which reported on-line learning as a positive experience for some but not necessarily for others. A Campbell acknowledged that this will be a continual balance and will be informed by the knowledge of the curriculum staff in relation to the course being provided, commenting also that blended learning needs to be part of the approach going forward.

Reflecting also on the outcomes reported related to the level of student interaction with the Student Association, A Campbell and the Student President outlined plans that will shape and influence improvements to strengthen the role of the Student Association in the future.

**Action: LTQ36 A02:** The final 2021-22 SFC Student Satisfaction and Engagement Survey will be submitted to the November LTQ Committee meeting.

**The Committee noted the report as presented.**

**8. EIS-FELA Industrial Action (Verbal) (P)**

A Campbell provided the Committee with an update on the status of EIS-FELA Industrial Action including agreed strike action, levels of participation in strike action, status of action short of strike action and national negotiations.

A Campbell advised that all negotiations take place at national level with further talks scheduled for next week with the hope that a positive resolution can be agreed. The Committee was advised that there is no significant impact on students at the current time but noted that this may change as the College moves to the end of term will a possible impact on the timely notification of student results should industrial action continue.

**The Committee noted the update received.**

**9. 2021-22 Credit Activity Report as at 16 May 2022 (Paper 5) (P)**

A Campbell took the Committee through Paper 5 as presented.

The Committee noted that the overall position on credit activity remains as reported at the previous meeting and as reflected in the minute of the previous meeting.

The Committee also noted that confirmation on the clawback position had not yet been received from the SFC. M Breen advised that this situation had been accounted for and reported in the management accounts which will be considered at the forthcoming BRIC meeting. The leadership confirmed that the situation regarding clawback was reflective across the wider sector to varying degrees.

**The Committee noted the report as presented.**

**10.2022-23 Student Recruitment Report position as at 16 May 2022 (Paper 6) (P)**

J Maxwell took the Committee through Paper 6, as presented, and provided an overview analysis of the College's student recruitment position as at 16 May 2022.

The Committee noted:

- The SFC announcement on indicative funding allocation for 2022-23 with final allocations due to be published in May 2022 - the current indicative credit allocation was noted as 123,867 credits.
- Applications are monitored on a weekly basis to ensure initial recruitment targets can be achieved and inform on-going and future curriculum planning.
- Applications are currently showing an increase by 687 from last year; with some areas showing good recruitment and others slower.

**The Committee noted the report as presented.**

## **11. 2021-22 Student Support Funds position at 10 May 2022 (Paper 7) (P)**

M Breen took the Committee through Paper 7 as presented.

The Committee was asked to be aware that while projected expenditure figures are included within the report there are a significant number of variables still to be factored in, including student retention rates and actual awards still outstanding.

The Committee noted:

- The projected underspend reflects the current student numbers and the shortfall in credits as outlined in Table 1.
- The reported overspend on FE discretionary was highlighted as a planned overspend.
- The student funding team and student services will continue to look at ways to support students during the summer months.
- Whilst funding to support digital funding is expected, it is not expected to receive any further COVID funding going forward.

**The Committee noted the report as presented.**

## **12. 2021-22 Apprenticeships and Work Based Learning Report (Paper 8) (P)**

G Murray took the Committee through Paper 8 as presented.

The Committee acknowledged the positive position presented for the College, students and across local industries. The Committee also noted that early indications from various sectors was that recruitment for 2022-23 would strengthen further in all partner companies.

**The Committee noted the report.**

## **13. 2021-22 Corporate Risk Register – LTQC Extract (Paper 9) (R)**

The Committee received and reviewed the LTQ risk register.

The Committee noted that there was no change in the risk assessment score related to Risks 1, 2 and 4. The Committee was advised of the decrease in the risk score for Risk 3 which reflects the reported projection that the College will not meet AY 2021-22 core and ESF credit activity targets, clawback on credit shortfalls but takes into account the range of mitigation and actions in train.

**Decision LTQ36-D01:** The Committee approved the Risk Register – Learning, Teaching and Quality Committee Extract at November 2021 for submission to ARC.

## **14. Date of Next Meeting:** Thursday 1 September 2022 at 4.00pm