Ayrshire College

Minute of the Learning and Teaching Committee Meeting
Held via Video Conference using Zoom
on Thursday 1 September 2022

Present:

Alison Sutherland	Chair
Steve Graham	Non-Executive Board Member
Mary McClung	Non-Executive Board Member
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
Elaine Hutton	Assistant Principal, Curriculum
Julie Maxwell	Assistant Principal, Curriculum
Gavin Murray	Assistant Principal, Curriculum
John McBlain	Lecturer (present until item 3)
Charlotte Mitchell	Student Association Advisor (present until item 6)

1. **Welcome and Declarations of Interest**

   The Chair welcomed all present to the meeting.

   The meeting was confirmed as quorate.

   There were no Declarations of Interest presented.

2. **Apologies**

   Apologies were received from Beth Clelland, Non-Executive Board Member, Carol Turnbull, Principal, Ex-officio, Robert Kean, Student Vice-President, Michael Breen, Vice-Principal, Finance.

   The meeting was confirmed as quorate.

3. **Entrepreneurship in the Curriculum** *(Presentation)*

   The Committee received an informative and engaging presentation from curriculum staff member, John McBlain, Lecturer, Music, Media and Sound Production.

John shared the achievements and the forthcoming opportunities resulting from innovative and enterprising practices and approaches as well as the successes of the Rockpool Podcasts.

The Committee was encouraged to learn how this agenda engaged and motivated students, how it had also contributed to raising awareness of the equality and diversity agenda and noted the significant international reach of the Rockpool podcasts.

The Student President commented on the invaluable experience, encouragement and passion that John, both personally and professionally, has brought to this agenda and to students themselves.

The Chair encouraged Members to access the Rockpool podcasts and review the services and information available https://rockpoolpodcasts.com/.

John McBlain left the meeting at this point.

4. **Minutes of the previous meeting held on 26 May 2022** *(Paper 1) (C/P)*

The minutes were approved as a correct record.

Proposed: Mike Stewart   **Seconded:** Ellie Jamieson

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

The Committee noted the update provided.

In reference to LTQ36: A01, A Campbell advised that the benchmark information as referenced will be presented at the LTQ meeting in March 2023 together with the 2021-22 College Sector KPI report.

5. **Student Association Report** *(Paper 2) (P)*

E Jamieson introduced Paper 2 as presented.

The Committee noted:
- the return of students on all campuses, the success of Freshers week; and the events to support students as part of their induction into the College.

- the actions being taken to support improvement in response to feedback from the recent Education Scotland progress visit, including the work being undertaken to evidence the relationships between the Student Association and the Class Ambassadors and work undertaken to increase the visibility of the Student Association across all campuses.
- the current Student Mental Health Agreement is under review and will be submitted to the Committee in due course.

The Committee sought further information on the Joy Works Laughter workshops as part of the wellbeing activities for students. The Student President commented on the success of these workshops advising that these are evidence-based workshops that connect the theory of learning, through laughter.   The Chair

commented that she would be keen to learn more about this approach and the Student President agreed to forward details.

LTQ37 A01: Student President will forward details of the Joy Works Laughter workshops to the LTQ Committee Chair.

The Committee noted the report as presented.

6. **Ayrshire College Student Association Constitution Review** *(Paper 3) (P)*

C Mitchell provided a presentation on the process taken as well as a summary of the key changes related to the revision of the Ayrshire College Student Association Constitution.

The Committee noted the obligation as laid out in Education Legislation (1994 Education Act & Post-16 Education (Scotland Act 2013) and the Code of Good Governance for Scotland's Colleges (2016) which requires the Student Association and the College, as the governing body, to have in place, and to review at a minimum every 5 years, a Constitution governing the Student Association.

The Assistant Vice-Principal, HR&OD and the Board Governance Advisor commented that they would forward comments on the draft by email for consideration in the next draft.

The Committee noted that the Constitution will be further revised prior to submission to the Board of Management on 22 September 2022 and were content to recommend to the Board for approval on this basis.

LTQ37 D01: The Committee recommended the Ayrshire College Student Association Constitution to the Board for approval, subject to further revisions.

C Mitchell left the meeting at this point.

7. **2022-23 Committee Terms of Reference and Workplan** *(Paper 4) (P)*

P Donald introduced Paper 4 as presented.

The Committee noted that the Terms of Reference and corresponding Work Plan for the forthcoming academic year are presented for review and comment at the first quarterly meeting in each academic year and have been reviewed in discussion with the Vice-Principal, Curriculum (Executive Lead for the Learning, Teaching and Quality Committee).

The Committee confirmed that they were content to recommend the 2022-23 Committee Terms of Reference and Workplan to Board of Management for approval.

LTQ37 D02: The Committee recommended the 2022-23 Committee Terms of Reference and Workplan to the Board for approval.

8. **Education Scotland Safeguarding Report** *(Paper 5) (P)*

A Campbell introduced Paper 5 as presented.

The Committee commended the positive report noting the scope of the visit around the College safeguarding arrangements; areas of positive practice and the three areas for further development; noting also that two of these three areas had already been completed.

A Campbell provided the following assurance related to the areas for further development:

a) Staff under external contracts undertake mandatory safeguarding training to the college standard:

   o J Thomson advised that it had been confirmed by the company on site that this training was in place and that the College is awaiting evidence to this effect.

   o A Campbell further advised that no specific timeline for completion for the areas of development had been provided by Education Scotland but confirmed that should the above training not comply with College standards; a timeline for completion to college standard by December 2022 will be enforced.

b) Identification marker system for Care Experienced learners: A Campbell confirmed that this action had been completed.

c) Facilitation of Gender Specific Groups: A Campbell confirmed that this action had been completed.

In response to a query raised by M Stewart, P Donald advised that she would explore Corporate parenting/Safeguarding training requirements as it applies to the role of the Board Member and incorporate this, as relevant, within the revision of Board Member induction that is currently in process.

The Committee commended the report as presented and noted the work undertaken to address the areas for further development.

9. **2021-22 External Verification Report** *(Paper 6) (P)*

A Campbell introduced Paper 6 as presented and took the Committee through a summary of the report.

No comments were raised and the Committee noted the report as presented.

10. **2022-23 Student Recruitment Report** *(Verbal)*

A Campbell provided a verbal report on the current status of student recruitment.

The Committee noted:
- the College term had begun on Monday 29 August and, therefore, enrolments were still being processed.
- the wider impact of Covid as well as consequential decisions taken around SQA's Alternative Certification Model, increased university places and the cost-of-living crisis was likely to continue to affect college sector recruitment.
- the current status around pre-induction and induction activities as well as the recruitment position for each Directorate.

The Committee noted the updates as provided, acknowledged the early enrolment position and looked forward to continuing progress on student recruitment across all areas.

11. **2021-22 Final Credit Position Report at August 2022** *(Paper 7) (P)*

A Campbell introduced Paper 7 as presented.

The Committee noted:
- the 2021-22 final credit position related to Core and ESF Credits, Foundation Apprenticeship credits, and Deferred Credits and the supporting narrative related to each area.
- although core credits had been exceeded with ESF credits under target, funding cannot transfer between these two areas.
- the discussions with SFC to determine if there would be a clawback penalty and the position that the College would not be informed of any decision until October 2022.
- the College had planned for clawback in its Management Accounts.

The Committee noted the reported position for deferred credits of 2434 under target.

A Campbell highlighted that the SFC requested information on deferred students at a time when it was estimated that students and staff would not have sufficient access to on-campus learning to be able to successfully conclude learning, teaching and assessment in AY 2020-21. A Campbell also advised of the significant efforts to support students on their return to campus together with a substantial summer programme, which had supported most students to remain on course to successfully conclude their studies during 2021-22. Additionally, the Committee noted that a similar position on deferred credits for 2021-22 is reflected across other colleges.

The Committee noted the report as presented.

12. **2021-22 Student Support Funds: Final Position at August 2022** *(Paper 8) (P)*

M Breen introduced Paper 8.

No comments were raised and the Committee noted the report as presented.

13. **2022-23 Apprenticeships and Work Based Learning Report** *(Paper 9) (P)*

G Murray took the Committee through Paper 9 as presented.

The Committee noted:
- the continued positive position for the College, students and across local industries.
- recruitment for 2022/23 is continuing with overall growth expected across apprenticeship areas.
- incentivised apprenticeships for East Ayrshire residents, totalling twenty.
- the significant increased income achieved against all projected targets.

In response to queries raised by Members, the Committee noted:
- current growth of apprenticeship areas and the likely future impact is monitored by the College and considers the strategic approaches of key stakeholders, intelligence from employers and schools etc, all of which inform how the College curriculum is developed and designed; with challenges as well as opportunities taken into consideration.
- the Committee was advised that the 2023/24 curriculum development plan will be presented to the Committee meeting in November 2022.
- the effectiveness and extent of engagement and equality of partnership working across all three council areas was confirmed with no areas of concern.

The Committee noted the report as presented.

14. **2022-23 Corporate Risk Register (V1): LTQC Extract** *(Paper 10) (R)*

The Committee received and reviewed the LTQ risk register and noted that this is a new risk register for 2022-23 (revised following discussions at the Board Strategy Day).

The Committee confirmed that they were content that the risks and the assessment and management of the risks reflected the significant risks, within the remit of the LTQ.

The Committee noted the risks related to cyber security that could have an impact on learning and teaching had been identified within the BRIC risk register and would also be reported as part of the overall risk report to the Board.

The Committee put forward the suggestion to include a 'Risk Heading' to provide a summary reference to the more detailed risk description. J Thomson confirmed that this will be taken forward and reflected across all other risk registers.

LTQ37 A02: A 'risk heading' will be incorporated into the risk register.

15. **Overview of items under Part D – For information** *(Paper 11) (P)*

The Committee noted the following report for information:
- **Ayrshire Regional Skills Investment Plan 2022-2025** *(Paper 11a) (P)*

16. **Date of Next Meeting:** Thursday 10 November 2022 at 4.00pm