

**Minute of the Learning and Teaching Committee Meeting
Held by Hybrid Attendance at Kilmarnock campus and via Zoom
on Thursday 10 November 2022**

Present:

Alison Sutherland	Chair
Steve Graham	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Mike Stewart	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Janette Moore	Elected Member, Curriculum Staff
Ellie Jamieson	Elected Member, Student President
Angela Cox	Principal, Ex-officio

In attendance:

Pauline Donald	Board Governance Advisor
Yvonne Melvin	Board Administrative Officer (Minutes)
Anne Campbell	Vice Principal – Curriculum
David Davidson	Assistant Principal, HR & OD
Elaine Hutton	Assistant Principal, Curriculum
Julie Maxwell	Assistant Principal, Curriculum
Gavin Murray	Assistant Principal, Curriculum
Carol Nisbet	Head of Schools, Engagement & Widening Access (item 3 only)

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 and Steven Wallace, Non-Executive Board Members, Gordon Neil, Co-opted Committee Member, Robert Kean, Student Vice-President, James Thomson, Interim Vice-Principal – Finance.

3. School-College Partnership Pathways (*Presentation*)

The Committee received a presentation from staff member, Carol Nisbet, Head of Schools, Engagement & Widening Access.

Carol outlined the three main aims identified in the College's Future Skills Strategy and advised that the purpose of the strategy was to help students to articulate and record skills developed during their course. The Committee was also advised that

the learning pathways and skills all take into account the Ayrshire Growth Deal and tie into the Regional Skills Investment Plan.

The Committee was encouraged to hear about the positive working relationship between the College and the three Local Authorities and how this helped to provide students with various opportunities and learning pathways both in school and post-school.

A Campbell also advised that mini-CDP meetings were held with each school. This allows learning pathway programmes to be planned based on the needs of the schools.

The Committee thanked Carol for the very informative presentation.

Carol Nisbet left the meeting at this point.

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

The minutes were approved as a correct record.

Proposed: Mike Stewart

Seconded: Sharon Morrow

4.1 Action Tracker (Paper 1a)

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

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

E Jamieson introduced Paper 2 as presented.

The Committee noted:

- E Jamieson successfully secured the position of Student Team Member with Education Scotland and has undergone training for the role. As part of the role, E Jamieson will be visiting colleges throughout Scotland to participate in annual reviews and progress visits.
- The Student Executive Committee successfully recruited officers for the volunteer positions available with only the ESOL officer role to be confirmed.
- Feedback was received for the Student Mental Health Agreement and has been incorporated into the final draft. The next step will be for the final draft to be presented to the Think Positive Student Mental Health Agreement panel at NUS Scotland.

The Committee sought further information on the duration of training and uptake for the Class Ambassadors. E Jamieson advised that uptake had been very good and that initial training sessions had been undertaken, but with further catch-up training sessions planned for November and December.

The Chair enquired as to the popularity of the Rockpool Podcast recorded by the Student President. E Jamieson advised that the recording session went well and that statistics would be provided at the Board meeting in December. E Hutton further advised that the podcast had over 300 visits at the last check. The

Committee was pleased to note that a further recording session for the Student Association was organised for 5 December.

LTQ38 A01: Student President will provide updated statistics for the Rockpool Podcast at the Board meeting in December.

The Committee noted the report as presented.

6. 2022-23 Draft Regional Outcome Agreement and 2021-22 Self-Evaluation Report (Paper 3) (R)

A Campbell introduced Paper 3 as presented and advised that each college must have an annual agreement (Outcome Agreement) in place with SFC which is approved by its Board of Management.

The Committee reviewed the Outcome Agreement in the context that the document captured, at a high level, contributions, impact and outcomes, and that it provided assurance on and accountability for the use of allocated funding in Academic Year (AY) 2022-23.

The Committee noted:

- SFC had not issued colleges with the data table referred to in appendix 1 and that the data referred to is the College's own and may be subject change. The table will be updated for submission to the Board, if received.
- the SFC timeline for submission was 4 December 2022; the SFC had been advised that the College will submit the Agreement following the Board meeting on 8 December 2022.

Following consideration, the Committee advised that they were content that the Outcome Agreement was comprehensive and outlined a forward vision for the college. The Principal commented that quality improvement and quality evaluation information may be further considered for inclusion.

The Committee considered the Self-Evaluation report as presented and confirmed they were content to recommend for Board approval. It was agreed that, going forward, the presentation of the data tables will be further reviewed to support interpretation.

Given the content and volume of both documents, it was agreed that members would submit any final feedback to A Campbell by 24 November 2022.

The Committee confirmed that they were content to recommend the 2022-23 Draft Regional Outcome Agreement and 2021-22 Self-Evaluation Report to the Board of Management for approval, subject to the caveat that the data table, not yet received from SFC, may change or following the submission of any further feedback

LTQ38 A02: Members to submit final feedback on the 2022-23 Draft Regional Outcome Agreement and 2021-22 Self-Evaluation Report to A Campbell by 24 November 2022.

LTQ38 D01: The Committee recommended that the 2022-23 Draft Regional Outcome Agreement and 2021-22 Self-Evaluation Report to the Board for approval.

7. 2022-23 Draft Curriculum Delivery Plan (*Paper 4*) (*R*)

A Campbell introduced Paper 4 as presented.

The Committee noted:

- the plan summarised the development of the draft CDP for AY 2023-24
- preparation of the draft CDP is one of the key activities in the College Quality Cycle.
- the College's indicative funding allocation is expected to be received from SFC in March 2023 and that the draft CDP as presented is based on the College's funding allocation for 2022-23.

The Chair sought the Committee's assurance that they were content with the considerations and process to develop the CDP and that members were also content that the information provided confirmed that the CDP ensures the curriculum portfolio meets the needs of the region, its communities, employers, and stakeholders.

The Committee confirmed that they were content to approve the 2022-23 Draft Curriculum Delivery Plan.

LTQ38 D02: The Committee approved the 2022-23 Draft Curriculum Delivery Plan.

8. 2021-22 Interim Ayrshire College Performance Indicator Report (*Paper 5*) (*P*)

A Campbell introduced Paper 5 as presented and provided a high-level summary of the College's 2021-22 performance indicators and the achievements and challenges experienced as outlined in the supporting narrative.

The Committee noted:

- the performance related to Further Education Full-time (FE-FT) remained at 58.6% and evidence suggested that students struggled with the continued disruption to learning and wider economic pressures during AY 2021-22, resulting in many learners withdrawing for financial and employment reasons.
- The performance related to Higher Education Full-time (HE-FT) declined and, as with FE full-time programmes, evidence suggested that students struggled with the continued disruption to learning and wider economic pressures.
- considerable work is being done on ensuring the dissemination of good practice and the Head of Quality Enhancement is leading a short life working group on piloting a peer observation programme.

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.

The Committee noted the current performance status and acknowledged the continued disruption to learning and wider economic pressures experienced by students during AY 2021-22. A Campbell advised that, due to a change in reporting timescales by SFC, a sector benchmarking report will be submitted to the May 2023 meeting of the Committee following publication of the national sector report.

LTQ38-A03: 2021-22 Ayrshire College Performance Indicator update report will be submitted to May 2023 LTQC meeting following publication of the national sector report.

The Committee noted the content of Paper 5.

9. HMIE Engagement in Scotland's Colleges: Overview Report AY2021-22 (Paper 6) (P)

A Campbell introduced Paper 6, as presented, and advised that the report summarised the findings from the 27 Progress Visits conducted by Education Scotland during AY 2021-22 and highlighted areas of positive practice and areas of on-going challenge for the sector.

The Committee was pleased to note that Ayrshire College is one of the 22 from 27 colleges who had made progress towards achieving its improvement targets and that aspects identified for improvement resonated the College's experience during AY2021-22. A Campbell highlighted a number of quotations contained within the report and provided the committee with a summary of the key points identified.

The Committee noted the report as presented.

10. SFC & Education Scotland Guidance on Quality 2022-23 and 2023-24 (Paper 7) (P)

A Campbell introduced Paper 7 and highlighted the expectations set out by SFC and Education Scotland to ensure a continued strategic approach to quality assurance, improvement and enhancement.

The Committee noted that Ayrshire College's AY 2021-22 Progress Visit was deemed satisfactory, and therefore the College will host an annual engagement visit during AY 2022-23.

In response to a query by the Chair, A Campbell advised that colleges identified to take part in a thematic review will be selected at random by HM Inspectors and, therefore, it is unclear at the moment if Ayrshire College will be selected.

The Committee noted the report as presented.

11. 2022-23 Credit Activity Report as at 31 October 2022 (Paper 8) (P)

A Campbell introduced Paper 8, as presented, and provided an overview of the credit activity target position as at 31 October 2022 and projection to the end of the academic year. The following was noted:

- Table 1 outlines the SFC credit target of 123,867 with Table 2 outlining the additional credits received totalling 1,344 to manage the transition for Foundation Apprenticeships.
- The College projects that it will meet the SFC credit activity target for both core credit activity and additional credits.

The Committee sought clarity on any associated risk with the College's dependency on successful collaboration with the local authorities in terms of Foundation Apprenticeships. A Campbell assured members that Foundation Apprenticeships were a key priority area for Government, which has led to increased support and ringfenced funding for colleges. The Committee also noted that the College is the contractor with SDS in terms of drawing down funding and that the collaboration had resulted in a regional approach to Foundation Apprenticeships. The Principal added that future flexibility in senior phase delivery was expected in this area, which would be a positive step for colleges.

The Committee acknowledged the assurance provided and noted the content of Paper 8.

12.2022-23 Student Support Funds Position as at 18 October 2022 (Paper 9) (P)

A Campbell introduced Paper 9, as presented, and provided an update on the student support funds position and projections as at 18 October 2022 as outlined in Table 1. The Committee noted the variables that will continue to be factored going forward as highlighted.

The Committee noted the content of Paper 9.

13.2022-23 Apprenticeships and Work Based Learning Report (Paper 10) (P)

G Murray took the Committee through Paper 10 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.
- Engineering recruitment remains buoyant, with growth seen in Aerospace and the wider engineering sector, and Automotive has also seen a positive year of recruitment.

The Committee noted the report as presented.

14.2022-23 Corporate Risk Register (V2): LTQC Extract (Paper 11) (R)

The Committee received and reviewed the LTQC risk register.

The Committee noted that there was no change in the risk assessment score for any of the Risks. A Campbell took members through all updates as highlighted in each of the Risks.

It was proposed and agreed that Risk 3 be updated to reflect the recently approved Student Association Constitution to provide governance assurance.

LTQ38-A04: Risk LTQ3 – Engagement with students – to be updated to reflect the recently approved Student Association Constitution to provide governance assurance.

LTQ38-D03: The Committee approved the Risk Register – LTQC Extract at November 2022 for submission to ARC.

15. Scottish Funding Council Strategic Plan 2022-27 (Paper 12) (P)

Provided for information

16. Skills Development Scotland Strategic Plan 2022-27 (Paper 13) (P)

Provided for information

17. Date of Next Meeting: Thursday 2 March 2023 at 4.00pm

(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 – no reserved minute.