

**Minute of the Learning and Teaching Committee Meeting
Held via Video Conference using Zoom,
on Thursday 03 March 2022**

Present:

Mike Stewart	Acting Chair (Senior Independent Member)
Beth Clelland	Non-Executive Board Member
Steve Graham	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Ellie Jamieson	Elected Member, Student President
Steven Oliver	Elected Member, Student Vice-President
Carol Turnbull	Principal, Ex-Officio

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
Doreen Wales	Head of Student Experience (Items 1-8)

1. Welcome and Declarations of Interest

The Acting Chair, Mike Stewart, welcomed all present to the meeting. The Acting Chair advised that this meeting was conducted under the interim board management structure as approved by the Board of Management in December 2021. However, he advised that due to unforeseen circumstances, the Interim Chair was unable to be present at the meeting, and therefore, he had agreed to conduct this meeting as Acting Chair.

There were no formal objections to this approach from the Committee.

There were no Declarations of Interest presented.

2. Apologies

Apologies were received from Interim Committee Chair Alison Sutherland, Non-Executive Board Members Elaine Anderson, Mary McClung and Steven Wallace, Elected Support Staff Member Steven Fegan and Co-opted Committee Member Gordon Neil.

The meeting was confirmed as quorate.

3. Minutes of the previous meeting held on 11 November 2021 (Paper 1) (C/P)

The minutes were approved as a correct record.

Proposed: Steve Graham **Seconded:** Sharon Morrow

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 and S Oliver collectively took the Committee through Paper 2 as presented. Key areas of work highlighted included progress with Wear it on Your Sleeve campaign, Thriving Learners Study and Student Satisfaction and Engagement Survey.

The Committee noted that Ellie Jamieson had been nominated as Chair of the Thriving Learners Research Advisory Group. The Committee offered their congratulations to Ellie on this achievement.

The Committee noted that the My Health Scotland project had commenced on 14 February 2022 and sought an update on how this had been progressing. The Student President advised that she would source further details and provide an update accordingly.

5. Student Experience Update

Doreen Wales, Head of Student Experience, was in attendance and provided a presentation on the wide range of support provided to students throughout the COVID-19 pandemic and the overall work undertaken to support vulnerable students.

The Committee noted:

- the overall framework incorporated provision of support across the areas of Safeguarding, College Counsellors, Liaison Officers, Student Experience, Student Association and Priority Groups.
- this programme of work was a key action as part of the College Operating and Enhancement Plan.
- there has been a significant increase in student requests for financial support.
- going forward, the College is working to recruit three Mental Health & Wellbeing Champions and will continue to increase opportunities to promote the 'student voice' and lived experience in service design.
- Doreen Wales also specifically recognised the significant achievements undertaken by the Student Association in supporting and advising the student population.

Further points clarified in response to questions from the Committee included:

- The College is party to and has signed the Armed Forces Covenant and this will be an area that will be further progressed particularly recognising that there is a

number of staff who are Armed Forces Veterans. The Student Experience function has matured over the past few years due to a more collaborative, joined up approach across related services which has resulted in the College being able to respond more positively and proactively to the increased pressures for services and student support needs.

- Reflecting the proactive approach referred to above, the increase in referrals is as a direct result of increased training provided for staff and is reflective also of students and staff being more alert and responsive to mental health issues.

The Committee recorded their thanks for an excellent report and acknowledged the significant efforts of all those involved in providing such exceptional support and professional advice and guidance to students.

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

6. Corporate Parenting Plan 2021-24 (Paper 3) (P)

A Campbell and Doreen Wales introduced Paper 3 as presented.

The Committee noted:

- the College's responsibility to prepare, publish and review a Corporate Parenting Plan as a requirement of Part 9 (Section 58) of the Children and Young People (Scotland) 2014.
- the current Corporate Parenting Plan, as presented, builds on the progress made throughout the reporting periods 2016-18 and 2018-21.

The need to consider the balance between raising staff awareness vs an individual wishing to be identified as a person needing support was acknowledged. The Executive confirmed consultation is currently being undertaken to determine an approach that is acceptable to students, but which also alerts staff to easily identify students who are care experienced.

Decision LTQ35: D01: The Committee recommended the Corporate Parenting Plan 2021-24 to the Board of Management for approval.

Note to minute: The section under Governance and Responsibilities has been amended and changes will be reflected in the final report being submitted to the Board.

7. 2021-22 Semester 1 Student Satisfaction and Engagement Activities (Paper 4) P

A Campbell took the Committee through Paper 4 as presented.

A Campbell took the Committee through the results and associated actions that will be taken forward from the AY 2021-22 Semester 1 Student Satisfaction and Engagement Activities reports.

The Committee noted:

- the successful approach of moving to a Student Ambassador model of representation.

- the associated challenges experienced during AY 2020-21 due to the changing COVID-19 guidance regarding campus access and continuation of mostly on-line learning. As a result, responses for AY 2020-21 are not included in the Table of Results presented as Appendix 1; the most relevant comparative year therefore being AY 2019-2020.

The Committee noted the report.

8. Future Skills Strategy 2022-2025 (Paper 5) P

A Campbell took the Committee through Paper 5, as presented, and acknowledged the involvement from Doreen Wales, Head of Student Experience in writing the strategy.

A Campbell advised that the Future Skills Strategy 2022-2025 had been developed as a commitment from the Learning, Teaching and Student Engagement Strategy 2021-24 and sets out the strategic direction that the College will take to equip learners with the range of skills needed to adapt to a constantly changing and uncertain economic and technological landscape. The Committee noted the corresponding skills categorisation in this regard, ie Meta skills, Transferable skills and Technical skills – all of which will be implemented consistently across the College, and which are considered as crucial for students to articulate as they progress throughout their life.

A Campbell confirmed to the Committee that:

- implementation will consider how employers can focus on meta-skills which could be shared across the college.
- course teams will work to consider KPIs as supporting measures of performance but also confirmed that key delivery milestones have been built in across all courses.

Decision LTQ35: D2: The Committee approved the Future Skills Strategy 2022-2025.

9. Digital Strategy 2021-2024 (Paper 6) P

D Davidson took the Committee through Paper 6 as presented.

The Committee was asked to note that the Strategy had been developed in consultation by a cross college group including the Student Association. That Strategy is aligned to the College Strategic Objectives and the Future Skills Strategy.

Decision LTQ35: D3: The Committee recommended the Digital Strategy 2021-24 to the Board of Management for approval.

10. Education Scotland (Verbal)

A Campbell provided a verbal update advising that Education Scotland will be conducting a progress visit which is likely to take place in April 2022, with formal notification awaited.

The Committee noted that a report on the output from the visit will be provided at the next Learning, Teaching and Quality Committee meeting.

11. 2021-22 Credit Position as at 17 February 2022 (Paper 7) P

E Hutton took the Committee through Paper 7 as presented.

The Committee was advised of the under-target position relevant to Core and ESF credits, deferred credits and Foundation Apprenticeship credits and the contingency planning work being undertaken by teams to minimise the impact. The Committee noted that this was the first time, in recent years, that the College had been in this position but also noted that the situation was continually changing and being closely monitored by the College.

The Committee was also advised that the SFC reserve the right to clawback funding should the College not meet the agreed activity target.

In respect of the above, assurance was provided to the Committee:

- that this position was not unique to Ayrshire College, and was sector wide
- there is a sector wide lobbying approach being undertaken by senior College Groups
- that there is extensive work being undertaken by college teams to identify opportunities to make planned savings to mitigate any potential clawback.
- the position will also be further discussed at the forthcoming BRIC meeting and a detailed finance position had also been provided at the recent Board Development day.

The Committee acknowledged the report and the significant efforts being undertaken by the College to continually monitor and mitigate the situation.

12. 2021-22 Early Withdrawals report at November 2021 (Paper 8) P

J Maxwell took the Committee through Paper 8, as presented, and provided an overview analysis of the College's early withdrawals and actions taken to improve student retention.

The Committee commented that it was very useful to receive the further background narrative from the team on the multiple factors that impact students and their reasons for having to withdraw from courses.

The Committee noted the report and acknowledged the work being undertaken by the College to support student retention rates.

13. 2021-22 Student Support Funds position at 15 February 2022 (Paper 9) P

M Breen took the Committee through Paper 9 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, actual awards still outstanding and the actual impact from January 2022 start courses.

The Committee noted the report.

14. 2021-22 Apprenticeships and Work-based Learning Report (Paper 10) P

G Murray took the Committee through Paper 10 as presented.

The Committee acknowledged the increasing positive position presented for the College, students and across local industries.

The Committee noted the report.

15. 2021-22 Corporate Risk Register – LTQC Extract (Paper 11) 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 increase in the risk score for Risk 3 which reflects the risk of the possible funding clawback from the SFC as reported under item 11.

Decision LTQ35-D04: The Committee approved the Risk Register – Learning, Teaching and Quality Committee Extract at November 2021 for submission to ARC.

16. Date of Next Meeting: Thursday 26 May at 4.00pm