

LEARNING, TEACHING AND QUALITY COMMITTEE

MINUTES: 11 October 2017

Present: Jacqueline Henry (in the Chair), Audrey Cumberland, Matthew Marsden, Keith McKellar, David Watson.

Attending: Stephanie Graham (Vice Principal Educational Leadership), Cathy MacNab (Director of Quality, Learning and Teaching), Iain Forster-Smith (Director of Student Services and Communities), Angela Pignatelli (Assistant Principal, Creative Industries and Essential Skills), Gwen McArthur (Secretary to the Committee).

Apologies: Mike Haggerty, Alison Mitchell, Wilma Bain.

LM225 WELCOME

The Chair welcomed the new members, David Watson and Matthew Marsden, to the meeting. She also welcomed Angela Pignatelli, Assistant Principal, Creative Industries and Essential Skills, and Iain Forster-Smith, the new Director of Student Services and Communities, to the meeting.

LM226 DECLARATION OF INTERESTS

None

LM227 MINUTES

The minutes of the meeting held on 24 May 2017 were approved.

LM228 ACTIONS FROM THE MINUTES

The Committee noted the actions from the minutes.

LM229 COMMITTEE REMIT, MEMBERSHIP AND DATES OF MEETINGS

The Committee noted its membership and the dates of its meetings in 2017/18. It was noted that the Board, at its meeting earlier in the week, had approved the co-option of Peter Macleod, Director of Children's Services at Renfrewshire Council, to this Committee. It was hoped that he would be able to attend the next meeting.

The Committee reviewed its remit and considered some proposed amendments. These amendments had been brought forward to reflect the changes in relation to the new national arrangements now in place for evaluating the quality of learning provision in the sector; to reflect more accurately the elements of the Regional Outcome Agreement that this Committee was responsible for; and to note that the educational committees were currently under review. It was also proposed that, under Section 2

Composition, the wording be amended to clarify that any Board member could attend meetings of this Committee with the agreement of the Chair, rather than restricting it to other Committee Chairs only. The Committee welcomed these amendments and

RECOMMENDS to the Board that its remit be amended as detailed in the Annex to the minutes. **[Action: GMcA]**

LM230 UPDATE FROM VICE PRINCIPAL EDUCATIONAL LEADERSHIP (LM216)

.1 Activity Update

Stephanie Graham, Vice Principal Educational Leadership, provided a report to the Committee on a range of activities, including the following:

- More Faculty Days had been held this year which had been welcomed by the staff. Also a number of continuing professional development (CPD) sessions had been arranged for the start of the new term. The uptake had been quite disappointing, but this could be due to the timing of these events. Some further consideration was being given to when these events could be held later in the session.
- The Committee was pleased to note that the Principal had formally opened the new Library facility on the Paisley Campus the previous day. The library had moved from the Abercorn Centre to the Renfrew North building.
- The Construction department had moved into recently refurbished accommodation on the Paisley campus which would provide a much improved learning environment.
- It was noted that the College was one of five colleges in Scotland taking part in the Scottish Government's Improvement Project. The aim of this project was to improve retention rates and attainment. This activity was being undertaken in addition to the various activities that the College already had underway to improve retention and attainment. The five colleges taking part in this project would share their findings so that they could learn from one another and share good practice across the sector. The Committee noted that no additional resource had been provided to help implement this project. The Vice Principal Educational Leadership would provide a progress report on this project to a future meeting of the Committee. **[Action: SG]**
- It was noted that portfolio reviews were currently underway across all the subject areas. The information obtained from this would feed into the curriculum planning and review exercise undertaken in November which would assist in planning which courses would run the following year. Further information on this exercise would be brought to a future meeting of the Committee. **[Action: SG]**
- The College was still in discussion with SFC (Scottish Funding Council) about the One Plus activity for session 2017/18. SFC had earlier confirmed that only 2.5% of the total College activity could be achieved through One Plus activity for 2017/18. However, discussions with SFC regarding this matter

were continuing in order to clarify which activities could be included in this and which were excluded, so that the College was clear for future reference.

- The Board had received a presentation on Corporate Parenting at its meeting earlier in the week. This had been well received at the Board and it had been agreed that the Director of Student Services and Communities should attend a future meeting of the Board to provide further information on this matter. **[Action: SG; IFS]**

.2 Quality, Learning and Teaching

Cathy MacNab, Director of Quality, Learning and Teaching, provided a report on the following:

- It was noted that the Students' Association was now part of the Quality, Learning and Teaching Directorate, having moved from the Student Services and Communities Directorate. The Students' Association Officers were working closely with the Student Experience Team.
- The first student survey of the session was now open. Staff in the Directorate were monitoring the response rate as they were keen to achieve a good response.
- The Further Education Statistics (FES) Data had now been submitted to SFC. Initial feedback confirmed that the data provided was acceptable and the College was waiting for further, more detailed, feedback.
- Staff were currently working on the implementation of the new National 5 curriculum.
- The outcome of the Scottish Qualifications Authority (SQA) systems audit had been positive and the College would retain its devolved authority to approve its own awards. A few minor updates had been made to the policies and procedures which would be published shortly, and staff development activities to support their implementation would be offered soon.

.3 Student Services and Communities

Iain Forster-Smith, Director of Student Services and Communities, provided a report on the following:

- The Student Advisory Services accommodation at the Paisley Campus had undergone a major refurbishment and was now much more accessible and comfortable for students. Improvements had also been made to the Student Advisory Service area at the Greenock Campus (Finnart Street).
- New links had been established to provide help and support for students in care who were studying at the Greenock and Clydebank Campuses. It was the intention to introduce this to the Paisley Campus as well.
- A new Prince's Trust programme had been introduced by Inverclyde. Also new European funding mechanisms had been introduced and the College Prince's Trust team would be attending the training for this.
- Enrolment to the school's programme would be complete shortly. It was noted that there was a dip in the number of school pupils coming to study at the College. However, a number of colleges were experiencing a similar

dip in numbers as schools were now running some of these classes themselves. The Director had arranged meetings with each of the Local Authorities to discuss this, and other, matters. Further information would be brought to the next meeting. **[Action: IFS]**

- The Committee was pleased to note that the number of students undertaking Foundation Apprenticeships had increased this year. All Local Authorities were involved in this scheme and the apprenticeships were across all 12 subject streams. The College was working in partnership with the Local Authorities and Skills Development Scotland (SDS) to ensure that these programmes met the needs of the students.
- A number of joint evaluation and planning meetings had been set up with local community groups.
- A meeting had been arranged with staff from East Dunbartonshire Council to discuss the possibility of re-establishing the community activities that the College previously offered for this Local Authority.
- Staff in the Directorate were working with the Nurseries who were finding it difficult due to a drop in demand for places from students in Greenock.

The Chair thanked the Vice Principal and the Directors for their reports.

LM231 STUDENTS ASSOCIATION UPDATE (LM217)

The President of the Students Association provided the Committee with a report from the Students Association which included the following:

- The Committee was pleased to note that three Vice Presidents had been elected, one for each Campus, who had taken up post on 1 August 2017.
- The Students Association had taken a stall at the Fresher's week on each campus. This had been very positive with good engagement with students attending the College.
- Officers of the Students Association (SA) had attended a number of student induction events and had given class talks. Good feedback had been received from these events which the Association would be following-up on. It was also the intention to use social media more to communicate with students in order to issue messages and updates about the work of the Association.
- The Committee noted that one of the priority areas the Association would be working on this year was mental health. All the SA Officers would undertake training in this matter so that they could provide help and support to students and raise awareness about these issues and how they affected students.
- The SA premises at the Clydebank and Greenock Campuses had been redecorated recently. It was the intention to undertake similar work at the Paisley Campus. It was also the aim for the SA to have a presence at the Waterfront Campus.
- The SA Officers had been working closely with the student class representatives. The class representatives had indicated that they would

welcome more than 2 meetings of the Student Representative Council (SRC) each year. This was currently being explored.

- The Student president met monthly with staff from the Quality, Learning and Teaching Directorate to discuss matters of mutual interest and how the SA could be supported.

The Chair thanked the Student President for his report which clearly showed that the Students Association had been very busy and made excellent progress so far.

LM232 STUDENT ENROLMENT 2017/18

The Committee noted information on the student enrolment numbers for session 2017/18. This data concentrated on full-time provision, as the part-time provision was much more variable and not easily comparable. It was noted that:

- Overall full-time numbers were down slightly compared to the same point last year. In particular the demand for FE provision had fallen. The College was taking a number of steps to address this matter.
- There was an increase in HND student numbers, but a slight fall in HNC numbers which could indicate a potential drop in HND numbers the following year as students progressed.
- Some subject areas were showing a decline in demand for places, e.g. Hair and Beauty, while others were showing an increase, e.g. Fitness, Health and Exercise.
- The population demographics were showing that the number of 16 – 19 year olds in the Region were levelling-off, this was following declining numbers in previous years. However, there were now more opportunities available to young people and so there would be competition to attract these students to study at College.
- The numbers undertaking part-time, block release and evening study had increased this year.

The Committee welcomed this information and noted the range of actions currently underway to increase student recruitment. It was acknowledged that it would be challenging for the College to meet its recruitment target. A further report on student enrolments would be provided to the Committee during the session.

[Action: SG]

LM233 REGIONAL OUTCOME AGREEMENT 2017-20 (LM216.1)

It was noted that the Regional Outcome Agreement Review Report 2016/17 had been considered by the Board at its meeting earlier in the week. Some of the data was still being finalised, but once this was available the final version would be issued to the Board for approval prior to submission to the SFC by the deadline of 31 October 2017. The Committee confirmed that it was content with the information provided that fell within its remit and that the Board would approve the final version to be submitted.

The Committee considered the Regional Outcome Agreement (ROA) Monitoring Report for 2017/18 – 2019/20, which also included historical data for sessions 2014/15 – 2016/17 for comparative purposes. The Committee noted that

- The College had achieved its credit totals for session 2016/17 and so there would be no financial clawback.
- The number of students from areas of multiple deprivation (SIMD10) had increased and their retention and attainment rates were improving. Work on retention and attainment was continuing to ensure continuing improvement.
- The success rates for students with disabilities was higher than for those without. This demonstrated that the support put in place to assist students with disabilities was effective.
- The success rates in all age groups had increased, with the overall outcomes and retention rates improving. However, the number of early withdrawal of FE students remained much the same, but had reduced for HE students, so there had been an improvement in HE numbers.
- The data showed an increase in STEM activity, as well as good results for leaver destinations and student satisfaction.

The Committee was pleased with the overall report which showed mainly positive trends. It was **agreed** that consideration be given to providing these monitoring reports on the staff intranet so that all members of staff were aware of the improvements being achieved. **[Action: SG]**

LM234 COLLEGE LEAVER DESTINATIONS 2015/16 (LM201)

The Committee noted the report on College Leaver Destinations for students who completed their course in 2015/16. The report contained information on students who had studied full-time only. The Committee welcomed this report.

LM235 STUDENT SATISFACTION SURVEY 2016/17 (LM221, 202)

The Committee noted the Student Satisfaction Survey report 2016/17, this was the report of the second survey conducted during 2016/17. The Committee was pleased to note that the feedback showed an improvement over the previous report. It was also noted that the Education Scotland Student Assessors had received positive feedback from students during their recent visit to the College. The Committee was aware of the issues surrounding the ICT facilities and also the actions that had been taken by the College to address these. Significant improvements had been achieved in some curriculum areas, but not in all areas and not in College wide provision. Further improvements were planned and would be undertaken as resources became available. The Committee welcomed the report.

LM236 SFC/EDUCATION SCOTLAND EVALUATION REPORT AND ENHANCEMENT PLAN (BM396; LM205, 197.3)

In relation to the new quality arrangements the Committee noted that reviewers from Education Scotland had visited the College during August/September and sat in on teaching and met with staff and students. A range of curriculum areas had taken part in this process. The draft Evaluation Report and Enhancement Plan had been considered by the Board at its meeting earlier in the week. It was noted that a pre-endorsement meeting with Education Scotland would take part later in the week and the final Evaluation Report and Enhancement Plan would be produced and circulated to the Board for final consideration and approval before submission by 31 October 2017.

LM237 SQA NATIONAL EXAMINATIONS REPORT 2016/17

The Committee noted the report on the outcomes of the students who had sat SQA National examinations at the College in 2016/17. The Committee was pleased to note that the success rate had been above the national average in some subject areas and consistent with the national average in most other areas. Only two subject areas were below the national average, Higher Politics and Higher Sociology, and this was being monitored with action being taken as appropriate. The Committee welcomed the report.

LM238 EQUALITY CHALLENGE UNIT PROJECT (LM216.3)

The Committee was aware that the College was taking part in the Equality Challenge Unit (ECU) project which was looking at gender balance in certain subject areas. There were 2 areas in the College involved in this project, Electrical Engineering and Computer Gaming, where the College was trying to encourage more female students to take these courses. College staff were revisiting many local schools to try and encourage more females to consider these courses. It was acknowledged that it would take time to achieve improvements as many of the issues and challenges were societal in nature and would need intervention at earlier stages in life in order to change the culture. The Committee noted the actions being taken and would receive a report on progress at a future meeting. **[Action: CM]**

LM239 RISK

The Committee noted the strategic risk register and **agreed** it had no further comment to add.

LM240 INTERNAL AUDIT REPORT – CURRICULUM PLANNING

The Committee noted the Internal Audit Report on Curriculum Planning. This was a positive report with some suggestions for improvement, which were now being progressed.

LM241 STUDENT COMPLAINTS ANNUAL REPORT 2016/17

It was noted that the Annual Report on Student Complaints had been considered at the meeting of the Senior Management Team (SMT) the previous day and would come to the next meeting of this Committee for consideration.

[Action: CM]

LM242 COMPUTER MANAGEMENT SYSTEM

It was queried if there were any plans to introduce a computer management system to manage the computers in the IT suite, as this could help improve the learning experience of students. It was noted that the funding provided by SFC to the College to support such initiatives had been reduced by 43% over the past two years and support for other areas/activities had been deemed a higher priority. However, it was **agreed** that the Assistant Principal, Creative Industries and Essential Skills, investigate this matter further and report back to a future meeting.

[Action: AP]

LM243 NEXT MEETING

Wednesday 15 November 2017 at 4.00 p.m. at the Paisley Campus

GMcA/25.10.17/Final