

West College Scotland

Board of Management

Learning, Teaching and Quality Committee

Statement of Purpose

The Board of Management provides the principal governance mechanism through which all activities are managed in accordance with relevant legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness, and economy. The Board of Management has delegated some of its responsibilities to certain committees.

The main purpose of the Learning, Teaching and Quality Committee is to:

- Have strategic oversight of all learning, teaching, training and skills development within the College, ensuring the highest quality of student experience and the development of a sustainable and innovative curriculum to meet the current and future skills needs of students, employers and the Region.
- Advise on the strategic direction for the allocation and development of College resources to best meet the needs of learning, teaching and students.
- Ensure the College meets the Scottish Government and Scottish Funding Council requirements relating to Learning, Teaching and Quality in the Regional Outcome Agreement and monitor associated targets and performance indicators.
- Advise on the strategic implementation, review and development of required strategies and policies that reflect best practice and improve the student experience

1. Remit

- a) To consider and advise the Board on strategic matters relating to the student experience, including:
 - Fair access and transitions for all
 - Student participation and engagement, including reporting on Student Association activities
 - Safeguarding and student wellbeing
 - Guidance and support for the diversity of student groups
 - Access to resources to support learning, including IT and Estates.
- b) To consider and advise the Board on strategic matters relating to the curriculum, including:
 - the planning, development and delivery of the College curriculum, alternative income and commercial provision to meet student, employer and Regional needs.
 - Student enrolments and changes in curriculum delivery impacting on the utilisation of resources, including staffing, IT and estates.
 - Initiatives, innovation and partnerships to support the delivery of the College curriculum and commercial portfolio.

- c) To consider and advise the Board on strategic matters relating to teaching and learning including:
 - the delivery and development of skills to meet student, employer and Regional current and future needs.
 - Innovations and the enhancement of the Learning and Teaching delivery and associated development of staff.
 - the use of digital technology and resources to enable and enhance learning.
- d) To consider and advise the Board on strategic matters relating to quality and performance including;
 - College quality assurance, improvement and enhancement strategies.
 - Trends and achievement of Quality performance indicators (PIs), including student retention, attainment, progression and satisfaction.
 - the development of the College's Annual Evaluative Report and Enhancement Plan for Education Scotland and the Scottish Funding Council
 - Performance in External Body quality reviews and reports
- e) To consider and advise the Board on the current and future external factors and initiatives which may strategically impact upon the College curriculum, partnerships, income generation and Committee remit.
- f) To monitor and advise the Board on the progress in delivering the curriculum and the student experience elements and targets in the West Region Outcome Agreement.
- g) To monitor and advise the Board on the progress in delivering the College's Digital Strategy
- h) To receive reports from College Committees and work groups related to the Committee remit.
- i) To monitor expenditure of the annual budget of the Students' Association, based on reports received from the Student President, and to confirm to the Board that these are in line with the plans of the Students' Association.
- j) To consider risk relating to the matters that fall within the Committee's remit and to agree what mitigating factors/actions are in place and what further action, if any, needs to be taken to address such matters of risk.

2. Membership

Category

The Principal and a minimum of four members of the Board of Management, one of whom will Chair.

One Staff member (teaching)

One Student member

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee. Such members will normally be appointed for one year, will be subject to annual review, and may be re-appointed annually up to a maximum of 8 years.

In Attendance

Vice Principal Educational Leadership

Secretary

Directors / Senior Management Team as Required

Assistant Principal, Performance and Skills
Assistant Principal, Student Life and Skills
Assistant Principal Creativity and Skills
Assistant Principal Technology and Skills
Assistant Principal Enterprise and Skills

The Chair and Vice Chair of the Committee will be members of the Board of Management.

Chair, Vice Chair, and members appointments to the Committee will be between 3 to a maximum of 5 years, providing systematic opportunities for Committee members to serve on another Committee.

Members of the Audit, Corporate Development and Learning and Teaching Quality Committees can request to attend other Committees' meetings as observers, providing opportunities to gain more understanding of the respective Committees' issues.

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The Chair of the Board of Management will be an ex- officio member of the Committee.

The Committee is empowered to invite other members of the Executive / Senior Management Team to attend meetings of the Committee.

3. Frequency of Meetings

The Committee will meet at least four times per year.

4. Quorum

A quorum will be no less than 50% of Board members on the Committee.

5. Secretariat

The Secretary to the Board of Management.

Papers for meetings will be sent out electronically 7 days in advance of the meeting.

The Committee will report to the Board of Management and the minutes of its meetings will be circulated to the Board for information.

6. Review

The Remit will be subject to review annually.