West College Scotland

Learning, Teaching & Quality Committee

Minute of Meeting held on Wednesday 4 June 2025, via Teams

Present:
L Connolly, Principal [Liz C]
G Cooper [GC]
W Hatton, Ex Officio [WH]
G Hunt, Chair [GH]
J McKie [JM]
K Mohamed [KM]
J O'Neill [JO], Co-optee
G Rice [GR]

In Attendance:
A Campbell, Principal Designate [AC]
C MacNab, Assistant Principal [CM]
S McDonald, Governance Manager [SM] (Minutes)
A Pignatelli, Vice Principal Educational Leadership [AP]
S Rae, Assistant Principal [SR]
N Tyler, Director Student Exp, [NT]
B Stobbs, Director IT & Digital [BS] (up to Item LM
W Collins, IT, [WC](Item LM
Paul Ferguson [PF] (up to Item LM

LM646 Welcome & Apologies

Apologies were noted from J Couto-Phoenix and D Donaldson.

The Chair welcomed everyone to the meeting.

LM647 Declarations of Interest

The standing declarations of interests of members, as available on the Register of Interests on the College website, were noted as current. There were no specific interests declared with regard to the items on the agenda for the meeting.

LM648 Minutes of the Last Meeting

The minutes of the meeting held on Wednesday 26 February 2025 were approved as an accurate record of discussions.

LM649 Actions from the Meeting and Matters Arising

The Committee **noted** the updates provided on the outstanding actions since the last meeting.

LM561 to be discussed further to see if it can be taken forward. **Action: AP**
LM638 meeting with Student President to discuss performance reporting and KPIs to be re-arranged. **Action: AP**

Completed and ongoing actions can now be removed.

There were no further matters arising not otherwise covered on the agenda.

LM652 Student Association (SA) Report

KM updated on the paper provided and noted that his main focus had been to make the Student President role more visible and accessible to provide support and build trust across the student population. He is exploring halal food options and helped to revive student clubs and societies to increase student engagement.

KM noted that students were happy with progress being made across the College.

CM advised the Committee of the achievements made by KM in his role of Student President, highlighting his work around PEEP (Personal Evacuation Plans), that now includes an icon on registers should any student require support for evacuation.

She also noted the work of Laura Muetzelfeldt in her role as Student Association Liaison Officer (SALO). Due to Laura leaving the role, a proposal was being submitted to SMT for the replacement. CM also highlighted the work of Grant Taylor in supporting the SA, and that work continues to get the SA representative model up and running and in place for 2025/2026 session.

CM advised that the recent SA elections had proposed three part-time Presidents to cover Greenock, Paisley and Clydebank. It was noted that there would be no cost implications with this change.

The Chair and the Committee **noted** the paper and update provided and registered their formal thanks to KM for his work undertaken in his role as Student President and as a Board and Committee Member.

Presentation: Educational Leadership

AP gave the Committee a presentation covering the next 5 papers giving an update on all areas of operation. Highlights from each will be noted below. Copy of the presentation will be uploaded to the Committee Teams channel and the Board Library as information for all Board Members.

The Committee **noted** the presentation, papers and updates provided.

Presentation: ELT Transformation

AP gave the Committee a presentation covering the next 3 papers giving the Committee an update on proposed transformation and way forward.
Highlights from each will be noted below. Copy of the presentation will be uploaded to the Committee Teams channel and the Board Library as information for all Board Members.

GH advised that the Code of Good Governance for Scotland's Colleges Section A4 states: *The Board is responsible for determining their institution's vision, strategic direction,* ***educational character****, values and ethos.* The Committee were asked to consider what makes up the educational character of an institution and noted the elements that could be included.

The Committee **noted** the presentation, papers and updates provided.

Items for Information

LM661 LTQC Evaluation of Remit

The Committee **noted** the paper submitted, providing a summary of the work undertaken by the Committee during 2024-2025, giving assurance on the fulfilment of its terms of reference.

LM663 Schedule of Business

The Committee **noted t**he proposed future Schedule of Business that would be submitted to each meeting for review and update if required

LM664 AOCB

The Chair and Members of the Committee noted the excellent papers and presentations provided for the meeting and the subsequent discussions that have taken place.

It was noted that going forward, space will be made on agenda to allow for more structured discussions. The Chair noted that a reframing of Committee meetings could be discussed, if required.

The Chair advised that the proposed name for the Committee was **Student Experience and Quality Enhancement Committee.** This was agreed by the Committee and would be taken to the Board for final approval. **Action: GH**

AP advised the Committee that this would be the last meeting for Sara Rae, who was taking up post of Vice Principal at Ayrshire College. She thanked Sara for her work and sector leading achievements at the College. The Committee echoed the sentiments and wished Sara well in her new position.

GH advised that this would also be the last Committee meeting for Liz Connolly, who is retiring during the summer. He thanked Liz for everything she has done for the College and the Committee over the last number of years. The Committee echoed the sentiments and wished Liz well in her retirement.

LM665 Dates of Meetings for 2025/2026

Wed 10 September 2025	Wed 19 November 2025
Wed 25 February 2026	Wed 3 June 2026