

Board of Management Learning and Teaching Committee

Date: 15 March 2016

Time: 2pm

Room: 1074b

A G E N D A

		Presented by
1	Welcome and Apologies	DH
2	Declaration of Interest	DH
3	Presentation – Overhead Lines Technician Course (Excellence Submission)	
4	Minute of Meeting of 19 January 2016 (attached)	DH
5	Matters Arising	DH
6	Education Scotland Review (verbal update)	CT
7	Funding to support the Developing Young Workforce (report attached)	CT
8	Vice Principal (Learning & Skills) Update (report attached)	AW
9	Student Association Update (verbal update)	JW
9.1	Learner Engagement Survey (report attached)	JW
10	Key Performance Indicators (report attached)	JB
11	Quality Audit Reports/ Surveys	
11.1	Complaints Handling Statistics (report attached)	JB
12	Any Other Business	
13	Date and Time of Next Meeting - Tuesday 31 May 2016 at 2pm	

Board of Management Learning and Teaching Committee

Minute of meeting of the Learning and Teaching Committee of the Board of Management held at the Dumfries Campus on Tuesday 15 March 2016 from 2.00 pm in Room 1074b.

Members present: Delia Holland (Chair) Carol Turnbull (Principal)
John Henderson Kenny Henry
Craig McGill

Faculty representatives: Jim Maginess Peter Woods

In attendance: Andy Wright, Vice Principal (Learning and Skills)
Jannette Brown, Secretary to the Board and Vice Principal
(Corporate Services & Governance)
Brian Johnstone (Regional Chair)
Rob Field (Student Association Vice Principal, Dumfries)

Item 3 only Alison Jardine (Business Development Community Services
Manager)
Drew Easton (Head of Faculty, Building and Engineering Services)

Minute Taker: Heather Tinning, Executive Team Assistant

1 Welcome and Apologies for Absence

The Chair welcomed all to the meeting, including the Regional Chair, Brian Johnstone and also Rob Field from the Student Association to his first Learning and Teaching Committee meeting. The Chair also thanked John Henderson for chairing the last meeting in her absence.

Apologies for absence were intimated on behalf of Barry Graham, Ian White, Julian Weir, David Denholm and Lorna Carr.

The Secretary to the Board confirmed the meeting was quorate with enough members present for decisions to be made.

2 Declaration of interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Presentation – Overhead Lines Technician Course

Drew Easton, Head of Faculty for Building and Engineering Services and Alison Jardine, Business Development Manager gave a presentation on the Overhead Lines Technician Course. Members noted that this course has been identified as excellent practice by Education Scotland during their review. Members heard how the College had worked in partnership with Scottish Power and sub-contractors to develop and deliver a bespoke training course leading to guaranteed employment. The training course includes additional qualifications in First Aid, Health and Safety, and Customer

Board of Management Learning and Teaching Committee

Relations. Following an interview and an assessment each successful applicant is invited to a further interview which includes an industry-simulated dexterity test carried out by contractors. Learners attend college five days a week for the first ten weeks of the 17 week programme. Thereafter, training continues with the subcontractor. Learners are categorised as employees from the first day of the programme and are guaranteed employment upon successful completion. The Principal advised that a lot of resourcing and effort goes into building and maintaining these types of relationships.

Members congratulated the College on working with the sector to develop and deliver this course.

4 Minute of Previous Meeting

The Minute of the Learning and Teaching Committee held on 19 January 2016 was approved.

5 Matters Arising

There were no matters arising.

6 Education Scotland Review

The Principal reported that subject to a final moderation check the College will receive a full effectiveness statement following the Review. There will be three main points for action and three examples of excellent practice:

- Overhead Lines Technician Course;
- Learning and Teaching Mentor Process; and
- Reablement and Partnership Working.

Members agreed that for a small college to be recognised for three excellent practices was an outstanding achievement. The Principal advised that the Learning and Teaching Mentor Process had been welcomed by Lecturing staff, providing support and assistance when required. Once the Report has been published the Executive Management Team will develop an action plan to address the main points for action. The Principal advised that she was also keen to get staff involved in taking this forward.

Positive feedback had been received from Education Scotland on the strong working relationships and positive vibe that was obvious in the college. Andrew Brawley from Education Scotland will attend the Board Meeting in June to discuss the main findings of the Report.

Members congratulated the College on the positive outcome of the Review and the work all staff put in leading up to the Review.

Board of Management Learning and Teaching Committee

7 Funding to support the Developing Young Workforce

The Principal spoke to the report which had been issued. An outline of the proposed use of the funds was tabled for information. She advised that the College had submitted a bid to support some of the issues around the Developing Young Workforce, including gender imbalance and building school and employer relationships. The bid was successful and the College was awarded £75,000 to support the activity up to end of July 2016. In answer to a question on the Developing Young Workforce Conference, the Principal advised that the date was still to be confirmed and that following a recent discussion the focus will be on practitioners not employers. Once the date has been set members will be advised.

The Vice Principal Learning and Skills advised that gender imbalance workshops had been arranged for the 19th April. In terms of Sport, Peter Woods advised that gender imbalance is apparent with no females on the lower level classes. Members spoke of the concern of the number of females that drop sport when leaving school. In terms of the Care Sector, the Vice Principal, Learning and Skills advised that male and female students were required to support employment opportunities in Dumfries and Galloway and the ageing population.

The committee noted the report.

8 Vice Principal (Learning and Skills) Update

The Vice Principal Learning and Skills spoke to the report which had been issued. He advised retention had improved in both the FE Computing and the HE Electrical Engineering by 7% and 6% respectively on last year's figures. In answer to a question on facing the challenges of retention, Pete Woods advised that in sport an extra tutorial hour had been considered, framework had also been changed over time, and different delivery methods had been considered. Members discussed the reasons students give for early withdrawal. The Principal advised that only 11% of students leave early for employment. The Vice Principal advised that the Princes Trust programme has great retention. The selection process differs from other curriculum courses and students receive a lot of support prior to starting the course.

The Regional Chair spoke of the aspirations of young people which can have a negative effect due to health issues. In terms of aspirations of young people, the Vice Principal Learning and Skills suggested that the process should start as early as primary school.

Pete Woods asked if the selection and entry requirements, a first come first served basis, was detrimental to retention. The Principal reported that not many students were being turned away and advised that as a result of the Education Scotland report there would be a review of this process. In response to a question on the FE Hospitality retention of 65%, the Vice Principal Learning and Skills, advised that there were always 'teething problems' on the first year of a new

Board of Management Learning and Teaching Committee

course and that a review of the course will be undertaken. The Principal reported that following the recent Fairtrade Breakfast event, employers were very impressed with the students and that following this event some of the students had been offered employment. She advised that every Employer offered work placement opportunities. The Principal will ask the Marketing Department to write up a Case Study. The Chair advised that it would be useful for the Board to be provided with an update on how the course was going. Members commented on Zest and the positive experience that they had encountered on using the facilities. The Principal advised that Hospitality Courses at Stranraer also receive positive feedback with students successfully gaining employment.

The Vice Principal Learning and Skills spoke of the Curriculum Development Plan (CDP) for 2017-18 and the challenges of planning ahead when the funding level had not been confirmed. The Chair advised that she had attended a meeting with Faculty Heads to discuss the CDP 2017-18. The Vice Principal advised that it was important to address the skills in our region, and spoke of the Regional Skills Assessment review which allows us to look at the local skills needed.

Members noted the report.

9 Student Association Update

The Student Association Vice President (Stranraer) provided an update to members on the events taking place in the Student Association, including an end of year barbeque at Stranraer, Class Representative meeting with the Principal and Elections for President and Vice President to take place following the Easter break. The citizenship week has been delayed owing to the planned industrial action and will be held following the Easter break. The Student Association Executive was currently working on self evaluation framework and reviewing the Constitution. The Chair reported that the Vice Principal Corporate Services & Governance invited her to attend a meeting she had with the Student Association Executive on the 7th March. At the meeting the Student Association Executive updated on progress made in the development plan, development of a self evaluation framework and the review of the constitution. Arrangements for 2016-17 elections were also discussed.

The VP Corporate Services and Governance advised that another meeting with the Student Association Executive was planned for the 16th March. The purpose of the meeting was to consider the draft regional outcome agreement for 2016-17, progress on the review of the Constitution and self evaluation. Also to seek views on how best to resource the Association next session.

9.1 Learner Engagement Survey

Board of Management Learning and Teaching Committee

The Vice Principal, Corporate Services and Governance, spoke to the report which had been issued. In preparation for Education Scotland Review the Student Association, supported by Quality Team, sought views from learners on a number of areas. Members noted a very positive report. Different mechanisms had been used to complete the survey, including focus groups and one to one discussions.

Members noted the report.

10 Key Performance Indicators

The Vice Principal Learning and Skills spoke to the report which had been issued, in terms of retention and outcomes. The report is also issued to update members on progression, including College to University, and employment. Following earlier discussions on retention, he asked that members note the report.

Members noted the report.

11 Quality Audit Reports/Surveys – Complaints Handling Statistics

The Vice Principal, Corporate Services and Governance spoke to the report, which had been issued. She advised that there was nothing significant compared to previous year. She advised that queries are often resolved in the classroom and not raised as a formal complaint.

Members noted the report.

12 Any other Business

12.1 Industrial Action

The Principal reported that the college had been notified by EIS that over half of the EIS members had voted for Industrial Action. The potential strike days identified amounts to 32 days, between March and the end of June. The college has put in place a communication strategy to ensure that all are kept informed including students; staff; board members and Key Stakeholders. The Principal advised that she had met with both Student Association Vice Presidents to discuss any issues and concerns raised they might have. She reported on Media interest, including a recent Standard publication and coverage on the local news. The Chair advised that the extent of the action was very concerning. The Principal advised that the focus would be on the learners and keeping disruption to a minimum. As well as maintaining good relationship with staff.

12.2 University of the West of Scotland

The Principal reported on a recent meeting with the University of the West of Scotland (UWS) and advised that UWS were keen to explore co-location with the College on the College site.

Board of Management Learning and Teaching Committee

12.3 Learning and Teaching Committee Membership

The Chair spoke of the importance of this committee, in that it has overall responsibility for monitoring the direction and performance of learning and teaching and the quality of the learners experience at the College. She believed that the Committee should be strengthened by more non executive board members.

Action: The Chair will seek additional members to join the Committee at the next meeting of the Board.

13 Date and time of the Next Meeting

The next meeting of the Learning and Teaching Committee will take place on Tuesday 31st May 2016 at 2pm.