

## LEARNING AND TEACHING COMMITTEE 02.12.21

Status: Draft - Approved

Item 16.2 BOM12.21-N

DRAFT MINUTE OF MEETING HELD ON 02 DECEMBER 2021 AT 15:30HRS, REMOTELY VIA MS TEAMS

### Present

Prof. Malcolm MacLeod (Chair)	Danielle Hughes	Amy Farley
Ian White	Gillian Brydson	Will Dowson

### In Attendance

Lorraine Grierson	Phil Storrier	Paula Hainey
Douglas Dickson	Joanna Campbell	Janet Weir
Alexandra Elkins – (Note taker)		

### Apologies for absence

Eddie Black	Rob Orr	Pete Woods
Kate Glendye	Ann Hill	Gillian Pearce

<b>Item 1</b>	<b>Welcome and Apologies for Absence</b>		
Verbal	Lead: Prof. Malcolm MacLeod	Action Requested	<b>Note</b>
Discussion	<p>Professor Malcolm MacLeod welcomed everyone to the meeting. Apologies for absence had been received on behalf of Rob Orr, Ann Hill, Eddie Black, Ian White, Gillian Pearce and Pete Woods.</p> <p>The Secretary to the Board confirmed that the meeting was quorate.</p>		

<b>Item 2</b>	<b>Declaration of Interest</b>		
Verbal	Lead: Prof. Malcolm MacLeod	Action Requested	<b>Note</b>
Discussion	<p>Members agreed to indicate declarations of interest as appropriate throughout the meeting. No declarations were noted.</p>		

<b>Item 3</b>	<b>Action Log</b>		
Paper: LT12.21-A	Lead: Prof. Malcolm MacLeod	Action Requested	<b>Note</b>
Discussion	<p>The Secretary to the Board confirmed that most actions had been completed or included in the meeting agenda. It was noted that item 4, the Health and Wellbeing update Report would be presented at a future meeting.</p>		
Action	<p>Members noted the content of the action log and the verbal update provided.</p>		

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<b>Item 4</b>	<b>Minute of the last meeting held on 23 September 2021</b>		
Paper: LT12.21-A Discussion	Lead: Prof. Malcolm MacLeod	Action Requested	<b>Approve</b>
Decision	The Minute of the meeting held on 23 September 2021 was approved as an accurate record of the meeting.		
	<b>The Committee approved the Minute of the previous meeting.</b>		

<b>Item 5</b>	<b>Matters Arising not on the Agenda</b>		
Verbal Discussion	Lead: Prof. Malcolm MacLeod	Action Requested	<b>Note</b>
	There were no matters arising		

<b>Item 6</b>	<b>Audited SFC PIs</b>		
Paper: LT12.21-C Discussion	Lead: Douglas Dickson	Action Requested	<b>Discussion</b>
	Confidential to Committee members		

<b>Item 7</b>	<b>Annual SPSO Complaints</b>		
Paper: LT12.21-D Discussion	Lead: Phil Storrier	Action Requested	<b>Discussion</b>
	<p>The Director of Academic Performance and Student Experience introduced the report which had been submitted for noting rather than discussion. The Chair emphasised the requirement to correctly attribute papers in alignment with the meeting agenda.</p> <p>The Committee were informed that a new complaint handling system had been introduced and a reduction in complaints had been recorded. Plans were in place to improve the culture regarding complaints and in-house training would be developed which would be undertaken by staff every 3 years.</p> <p>The Committee raised a question re 4.2 and asked why it had taken so long to respond at stage 2 and it was explained that this had been due to the complexity of the complaint and communication had been provided to the complainants regarding time frames.</p> <p>The Committee welcomed the report, and discussion continued around the process of online induction including the introduction of student 'Welcome Days' and the suggested development of bespoke curriculum induction. It was noted that a range of tools and alternatives to online induction delivery had also been developed.</p> <p>The Chair sought assurance that complaints in respect of systems not specific to individuals are being monitored and will be brought to the committee. It was confirmed analysis to identify trends would be undertaken and that several activities around lessons learned had been planned and this would ensure that recurrent trends would be identified.</p>		

<b>Item 8</b>	<b>College Leaver Destination Report</b>		
Paper: LT12.21-E Discussion	Lead: Phil Storrier	Action Requested	<b>Discussion</b>
	Confidential to Committee members		
	J Campbell left the meeting at 16:30 hrs.		

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<b>Item 9</b>	<b>Survey Learner Environment (Transform)</b>		
Paper: LT12.21-F	Lead: Phil Storrier	Action Requested	<b>Discussion</b>
<b>Discussion</b>	<p>The Director of Student Experience and Academic Performance informed the Committee of plans to improve the physical environment of 'general' teaching rooms. The need for improvements had been identified due to staff developing a range of new teaching methods because of lockdown and would link directly to the strategic direction of the College. Following feedback from staff and students, a staged approach had been agreed and classroom prototypes would be developed. Continued feedback and monitoring would assist with the design of a pilot model and culminate in the development of a final proposal for further roll out.</p> <p>A discussion took place on solutions for hybrid working and members advised a cautious approach on capital expenditure and suggested that the timeframe proposed may not provide a final solution. The Committee agreed to endorse the proposal with the recommendation that research be undertaken from within the sector and acknowledged that an optimum solution may not be provided. One member voiced concern that feedback from one group of students may not be representative of the whole student body. The Committee were assured that opinions would be gathered from a broad range of students and staff across the College and a staff survey had been circulated. A short life working group had been set up and external visits had been planned.</p> <p>It was noted that the budget for improvements had been allocated as part of the Transformation project and an update had been provided to the Finance and General-Purpose Committee as part of the Transformation update. The Chair clarified that future projects would be presented to the Learning and Teaching Committee followed by funding approval provided by the Finance and General-Purpose Committee.</p> <p>The Principal stated that additional funding was anticipated for the College Sector to improve digital skills and digital pedagogy and the proposal for classroom improvements had aligned with the Scottish Funding Council's ambitions. The College had also planned to implement JISCs digital elevation tool in the near future and would continue to take advice and guidance from a variety of agencies.</p>		

<b>Item 10</b>	<b>Strategic Risk Register</b>		
Paper: LT12.21-G	Lead: Lorraine Grierson	Action Requested	<b>Approval</b>
<b>Discussion</b>	<p>There was some debate regarding the postponement of the item due to the low number of non-executive members in attendance however it was agreed that the item be included for approval due to the meeting being quorate, it was also confirmed that the Committee would be providing approval for the risks 8, 9 and 10 in relation to Quarter 2. Further recommendations would be provided to the Board of Management.</p>		
<b>Item 10.1</b>	<b>Learning and Teaching Risk Register</b>		
Paper: LT12.21-G	Lead: Douglas Dickson	Action Requested	<b>Approval</b>
<b>Discussion</b>	<p>The Vice Principal, Learning, Skills and Student Experience outlined the risks attached to the Learning and Teaching Committee: -</p> <ul style="list-style-type: none"> <li>➤ Risk No: 8 - Failure to achieve highest academic performance levels,</li> <li>➤ Risk No: 9 - Failure to adhere to academic compliance arrangements, eg awarding bodies, Education Scotland,</li> <li>➤ Risk No: 10 - Failure to achieve an effective student experience.</li> </ul>		

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Decision	<p>In relation to risk 8, the Committee noted several new systems and mitigations which would seek to improve and stabilise the performance indicators relating to full time students. A key mitigation was the introduction of self-evaluation at course level and the portfolio review process and a 3–5 year timeline for improvement was anticipated.</p> <p>A query regarding performance was raised and additional information relating to the financial impact of performance indicators and withdrawals was shared. Following a discussion, the Committee requested that the risk register include more detail relating to monitoring the mitigations as well as additional clarity in relation to sector averages with the inclusion of timelines. It was agreed that additional narrative would be included to assist with reducing risk levels.</p> <p>One member commented that the risk register should be considered as a mechanism for the Board of Management to endorse the prioritisation and pace of mitigations whilst allowing the Committee to provide a sense of movement and urgency overall within agreed timeframes. The Committee endorsed the mitigation actions and noted the 3-5 year plan and agreed that no further changes to risk 8 would be recommended, further progress updates would be provided.</p> <p>A point of order was raised regarding executive and non-executive member’s contribution to the approval of the Risk Register and The Chair and the Board Secretary provided clarification of Committee members responsibilities regarding compliance with the Code of Good Governance.</p> <p>In relation to risks 9 and 10, following discussion it was agreed that the risk level would remain unchanged.</p> <p>The Committee were then asked to discuss and agree a risk tolerance. The appropriateness of a medium level of tolerance was discussed. There was debate regarding the tolerance, and it was suggested that mitigating factors were contributing to the committee’s risk tolerance and agreement that the pandemic had impacted on the risks. It was agreed that the Risk Tolerance for risk 8, 9 and 10 would be set to medium.</p> <p>DD suggested that a paper be provided for circulation to the Audit Committee which would provide additional comfort and the Committee welcomed the action.</p>
Action	<ul style="list-style-type: none"> <li>• The Committee agreed to approve the quarter 2 risk status to remain unchanged at ‘significant’ for Risk 8, 9 and 10. L.G</li> <li>• The Risk Tolerance would be set to ‘medium’ for risk 8, 9 and 10 - L.G</li> </ul> <p><b>ACTION: DD to provide a paper for circulation to the Audit committee.</b></p> <p><b>The Committee approved the Risk Register as discussed.</b></p>

Item 11	Terms of Reference		
Paper: LT12.21-H	Lead: Lorraine Grierson	Action Requested	<b>Approval</b>
Discussion	It was noted that the terms of reference had been adjusted following discussion at the previous meeting.		
Decision	<b>The Committee made no further changes.</b>		
Action	<b>The Committee approved the Terms of Reference, which would be presented to the Board. For final approval.</b>		

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Item 12	Student Association Update Report and Welcome		
Paper: LT12.21-I Discussion	Lead: Amy Farley	Action Requested	<b>Noting</b>
	<p>The President of the Student Association reported that 88% of classes had appointed student representatives, lead reps had also been appointed and meetings had taken place. Plans to develop a herb garden were ongoing and the Saltire Awards scheme had been introduced which was applicable for students representatives under 25yrs old.</p> <p>Amy Farley had met with NEXTGen group and a further update would be provided.</p> <p>A Wellbeing Pod aimed at students and designed by students had been launched to support wellbeing.</p> <p>A 'food drive' at both campuses had been launched for the collection of non-perishable food items whereby students could access food items without referral. The initiative had been well received by students.</p> <p>The Committee inquired about student engagement which was reported to be improved with the increase in face-to-face activity and the Student Association had trialled the use of the app 'snapchat' to support engagement.</p> <p>The Chair commended the Student Association on the activity and in particular building partnership connections.</p>		
Action	<b>The Committee noted the report.</b>		
Item 13	Self-Evaluation Update		
Paper: LT12.21-J Discussion	Lead: Phil Storrier	Action Requested	<b>Noting</b>
	A report had been provided based on academic year 2020/21.		
Action	<b>Members noted the report and endorsed the update.</b>		
Item 14	Academic Council Update		
Paper: LT12.21-K Discussion	Lead: Douglas Dickson	Action Requested	<b>Noting</b>
	A summary report of the Academic Council meeting held on 05 November 2021 had been provided and it was noted that the Council had been utilised to encouraged staff input and would continue to operate as a key input for staff.		
Decision	<b>Further summary reports would be provided.</b>		
Action	<b>The Committee noted the update.</b>		
Item 15	Any Other Business		
Verbal Discussion	Lead: Prof. Malcolm MacLeod	Action Requested	<b>Noting</b>
	It was noted that following the announcement by the SFC of a review of coherent education in Scotland and the College's involvement in the 'Pathways Project', discussions with Borders College had taken place to plan a joint event in early spring 2022. The committee welcomed the project and further updates to the Board of Management.		

The next Learning and Teaching Committee Meeting is scheduled for 24 February 2022 at 15:00hrs.

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