



## **BOARD OF MANAGEMENT LEARNING, TEACHING AND QUALITY COMMITTEE MEETING**

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 14 November 2018 at 5.00pm in Room Y150, Gardyne Campus.

**PRESENT:**

M Williamson (Chair)	G Robertson
A O'Neill	A McCusker
G Ritchie	S Mill
R Walker	D Humphries

**IN ATTENDANCE:**

S Hewitt (Vice Principal)	
C Blake (Vice Principal)	G McGovern (Head of Learning)
S Taylor (Vice Principal/Secretary to the Board)	
M Sanderson (Executive Secretary)	

### **1. WELCOME**

M Williamson welcomed Committee members and M Sanderson who will take minutes at future LTQC Meetings. M Williamson welcomed G McGovern to the meeting.

### **2. APOLOGIES**

Apologies were received from S Watt.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. MINUTE OF PREVIOUS MEETING**

The minute of the meeting held on 29 August 2018 was approved as an accurate record.

### **5. MATTERS ARISING**

#### **5.1 Student satisfaction – Service Design Event**

S Taylor noted that initial discussions have taken place with SDA and there has been no specific developments as yet. Changes to students satisfaction measurement by the Students' Association had been implemented with feedback on the first of these (Student portal) to be covered under the Students' Association report.

#### **5.2 Highers Improvement Plan**

S Hewitt noted that there had been issues over recent years with Highers programmes. There had been a significant reduction in Highers Programmes and as part of the Curriculum Review different options to improve outcomes were being looked at.

S Hewitt stated that the Certificate in Highers programme would be reviewed for session 2019/20 and changes had been introduced to bring in 'Preparation for Highers' programmes in 2018/19 to help improve outcomes.

It was noted that the overall low outcomes for Highers had reduced the College PI by around 2%. G Robertson asked if this 2% would be recovered. S Hewitt explained that the reduction in Higher courses, and replacement by other options should help to address this.

M Williamson asked when the Preparation for Highers would run. S Hewitt explained that this runs from September to December with successful learners progressing on to the full Higher. If they do not achieve sufficiently to undertake the Higher, then they would be offered a further course which will allow upskilling in the areas they require. The units that have been achieved will still show on the students SQA Certificate if they do not progress on to the full Higher.

## **6. CURRICULUM REPORT – EMPLOYER AND STRATEGIC PARTNERSHIPS**

M Williamson welcomed G McGovern to the meeting. S Hewitt opened the presentation – Raising Attainment and Improve Retention.

S Hewitt used presentation to explain that the restructure will help with partnerships internally and externally as the new roles will be more defined and people will know who to contact directly.

S Hewitt explained that School Partnerships are improving and Dundee and Angus Schools are coming together more to discuss ways of improving and looking at doing things differently for school learners. Service Design events with both local authorities had helped to inform the updated Strategic Engagement Plan.

S Hewitt stated that the number of school pupils attending the Future Talent Sessions had increased by around 1000 pupils from the launch and stated that schools really value these sessions. Taster sessions for schools has also increased, and the College was developing a new partnership approach with Community Learning and Development (CLD).

S Hewitt noted that S Stirling and team were developing resources to help with Exam preparations for students.

S Hewitt explained to the Committee that the interviews for the Academic Partnership Manager will be imminent, ahead of the restructure and was confident this new role would improve the Schools relationship even more as there will be a single key point of contact.

G McGovern presented to the Committee on the employer partnerships in Computing and Creative Media through their Stakeholder Advisory Board. The Board had helped to design the Curriculum to improve the skills set needed for students going to work within the digital skills workforce.

G McGovern stated that since the launch, links with employers had dramatically improved with companies such as Microsoft and BT involved with helping the curriculum team teach the right skills for jobs at present.

G McGovern explained that traditional classrooms within the digital area had been remodelled to reflect modern ICT work spaces with the help of external companies. This was beneficial to students as they are working and learning in an employer environment.

G Ritchie noted that the team won the SQA Star Award for Partnership of the Year for their Digital Mile project.

G McGovern stated that other Academic teams have been showing interest in their approach and were keen to launch similar projects in their area and involve external partners.

G Robertson asked how quickly changes to the curriculum could be made to ensure that learners keep up with the demands of employers.

S Hewitt explained that this could be a challenge where national frameworks needed updating but noted that the College would create short / part time programmes or amend teaching approaches and/or get students out on placement as quickly as possible so that they had the right skills.

## **7. 2017 / 18 PERFORMANCE INDICATOR REPORT**

S Taylor summarised the report and confirmed that outcomes have improved from last year. A lot of work had gone on to ensure that students complete courses, such as providing boot camps and support sessions for students to attend.

S Taylor stated that the overall full-time FE percentage was 75.4%, exceeding the governments aspirational target for the sector, although there was still work being done with the courses and areas that had lower rates of success.

A McCusker noted that these were good results, but noted that Social Sciences and Essential Skills were worrying low and this needed to be improved and ensure that the courses in red areas were reduced. It was noted that the courses in red had reduced from the previous year, but that work remained to reduce this further.

G Ritchie noted that work was being done in these areas to improve outcomes and highlighted changes such as the introduction of the new Gateway approach to engage students and keep them at College.

S Taylor noted that there were many issues such as mental health and student poverty impacting on courses with lower retention/attainment.

G Ritchie stated that the restructure, and having more focused roles introduced, would help to improve the focus on learning and teaching.

M Williamson welcomed the figures and noted that there had been a huge amount of work put in, given the challenging circumstances, and stated that she was sure that the College would remain focused on improving the figures even more.

## **8. 2017 / 18 SFC NATIONAL SATISFACTION SURVEY**

S Taylor noted that the paper was embargoed by the Scottish Funding Council.

S Taylor summarised the paper, noting that the College was in a good position in terms of Student Satisfaction percentages compared with others across the sector.

A McCusker asked R Walker about student responses to the satisfaction survey. R Walker stated that they have been positive overall.

The report was welcomed.

## 9. EDUCATION SCOTLAND ANNUAL QUALITY REPORT & ENHANCEMENT PLAN

S Taylor noted that this was a very detailed report which the College was required to provide under the Scottish Funding Council and Education Scotland quality guidelines. It was noted that the report (and related enhancement plan) would be endorsed formally by Education Scotland in the coming weeks.

S Taylor noted that overall these were positive reports and Education Scotland were very happy with the content, structure and grading. S Taylor stated that the gradings were to be released in January for 2017/18, with the details confidential until then.

A McCusker asked if there would be any press coverage in January as this is a good story for the College. This would be looked at. **G Ritchie to progress.**

## 10. VP CURRICULUM AND ATTAINMENT REPORT

The VP Curriculum and Attainment report was noted. S Hewitt highlighted that, following a series of strategic planning sessions with both the Senior Academic Leadership Team and the wider Academic Leadership Team, they had identified 7 key priorities for the 2018/19 academic year.

The Service Design Academy (SDA) will host a development session to help with the restructure. Demand for SDA boot camp sessions has increased and the team were currently in Helsinki to share ideas and skills.

S Hewitt noted the successful awards season for the College and congratulated staff on winning these awards at CDN and SQA award ceremonies. M Williamson congratulated everyone involved on the successful awards season.

M Williamson asked for an update on the Future Skills College (FSC). S Hewitt explained that he held a 'make or break' meeting with the two local authorities to see if there was still a demand for the FSC. There is still a place for FSC and they would like to expand and increase the number of pupils to 100 (previously around 40).

S Hewitt explained they are looking at the next steps and looking at areas the College and FSC should target. It was noted that there was a clearer understanding of the costs involved and the group will hold a wider stakeholder meeting in January to finalise arrangements going forward.

G Ritchie stated that the purpose of FSC is to ensure that school pupils receive apprenticeships / jobs at the end of their studies and it's not focused purely on students who want to progress in further education or on to Highers' courses.

G Robertson noted the update on the new website and asked about progress and costs. S Hewitt explained there has been a delay of around 3 working days at a cost of around £1500. This will be covered within the project contingency within the Good to Great funding.

A McCusker asked about early withdrawal numbers for 2018/19, S Hewitt noted that these were on a par with the previous year.

A McCusker asked for an update on the consultation for the restructure. S Hewitt provided a short summary of the planned changes.

S Hewitt highlighted that there would be new Sector Coordinator roles introduced, which will be high level / skilled administrators. They would focus on the business side of the curriculum areas and keep data clean and consistent. There will also be Sector Development Leaders who will provide a more focused service for curriculum teams and customer engagement teams, rather than them having to deal with 19 Curriculum and Quality Heads.

S Hewitt explained that all of the new roles were open to any member of staff to apply for.

G Ritchie noted that the consultation paper on the new structure was on the agenda for the Human Resources and Development Committee and that an update would be provided to the full Board of Management meeting in December. G Ritchie stated that this will be the biggest academic restructure since merger but stressed there would not be any redundancies. As part of the National Bargaining agreement, those in promoted posts currently would be on protected salaries for four years.

A McCusker stated that staff may not understand the restructure and some might feel jobs are being cut. S Hewitt explained that no jobs will be cut and those who don't get / apply for the promoted posts will go back to teaching.

G Robertson asked how many reporting lines there will be. S Hewitt explained that the Sector Coordinator and Sector Development Lead will report via the Head of Centre who will then report to the Curriculum Directors.

## **11. LT&Q Metrics**

S Taylor summarised the metrics paper produced.

G Ritchie explained that, with the ongoing Michelin situation, the Scottish Funding Council have agreed to support if extra courses are needed to retrain and reskill staff from Michelin. G Ritchie stated this will not affect our current credits.

## **12. STUDENTS ASSOCIATION REPORT**

D Humphries summarised the Student's Association report to the committee. An update was given on class reps, with 320 class reps in place and this is growing constantly.

D Humphries stated that class rep training is still on going and will be completed at Kingsway soon. Gardyne and Arbroath have already completed. Learner Engagement team will also be carrying out Class Rep Training in outreach centres.

D Humphries noted that there is still work to do with recruiting Lead Reps. Number is currently sitting at around 12, compared to over 20 last years.

The Students' Association are looking at ways of receiving feedback from students whilst trying to avoid having too many student surveys, they have launched 'Feedback Friday' where students can give feedback. Online methods were proving more effective with 112 student responses completed online.

D Humphries stated that 'Pizza with the Principals' has been launched again this year and is already proving popular with students.

G Ritchie noted that the Sports Union have published their annual report and encouraged the Committee to have a look at this ([available here](#)).

### 13. DEVELOPING SCOTLAND'S YOUNG WORKFORCE

G Ritchie summarised the DYW report and highlighted the new national indicators, but noted that these do not yet have national targets/ KPI's.

G Ritchie stated that J Grace now sits on the DYW board for the College.

M Williamson noted that there was not any data within the report that's useful to the Committee and noted that the governance doesn't sit with the College, but the DYW Board.

Reporting arrangements were discussed and it was agreed that A Vettraiino attend a future LTQC to present to the Committee and give a more detailed report of the work that goes on in the DYW team. **S Taylor to progress.**

### 14. DATE OF NEXT MEETING

The next Learning, Teaching and Quality Committee meeting will take place on Wednesday 13 February 2019 at 5.00pm, Room Y150, Gardyne Campus.

#### **Action Point Summary**

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Media coverage for Education Scotland Report to be planned	G Ritchie	January 2019
DYW Update to be presented to next meeting.	S Taylor	13 February 2019