

BOARD OF MANAGEMENT



Learning, Teaching and Quality Committee Wednesday 4 September 2019

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 4 September 2019 at 5.00pm in Room Y150, Gardyne Campus.

PRESENT:

M Williamson (Chair)	G Robertson
B Carmichael	A McCusker
G Ritchie	N Lowden
H Honeyman	S Mill
C Meldrum	A Monks

IN ATTENDANCE: S Hewitt (Vice Principal) S Taylor (Vice Principal / Secretary to the Board)
J Carnegie (Vice Principal) K Baxter (Learner Engagement Manager)
J McEvoy (Employability Skills Tutor)
M Sanderson (Executive Secretary)

1. WELCOME

M Williamson welcomed Committee members including new Student Board Members C Meldrum and A Monks who were attending their first Committee meeting. M Williamson also welcomed K Baxter and J McEvoy.

2. APOLOGIES

No apologies were received.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. ESRC RESEARCH PROJECT – INFORMED CONSENT

Board Members and those in attendance at meetings have completed the ESRC Consent Forms.

Filming for the ESRC Project will be limited to BOM Meeting with the videos being used for the purpose of research then destroyed. The videos will not be made public.

5. MINUTE OF PREVIOUS MEETING

The minute of the meeting held on 21 May 2019 was approved as an accurate record.

6. MATTERS ARISING

6.1 DYW Report

G Ritchie noted that H Roberts (Developing Young Workforce Manager) was on annual leave and unable to attend to give a report on Developing the Young Workforce. H Roberts will be invited to the Committee meeting in November to give an update.

7. COMMITTEE VICE CHAIR

M Williamson noted that N Lowden had been nominated as the Vice Chair of the Learning, Teaching and Quality Committee. This appointment was confirmed and N Lowden welcomed as Vice Chair.

8. CURRICULUM REPORT – CHILD POVERTY FUND

M Williamson welcomed K Baxter and J McEvoy to the meeting to present on work carried out through the Child Poverty fund.

J McEvoy and K Baxter presented a video of the project to the Committee.

J McEvoy highlighted the success of the Child Poverty Project, funded by the Scottish Government, explaining that the project was split into two key sets of activity; Project Team A and Project Team B. Team A are the Employability team who deliver focused employability support to the students in College and Team B are the Outreach team, led by K Baxter who go out into the community to engage with potential students and encourage them to come to College.

J McEvoy noted that the initial programmes had achieved a 73% retention rate and provided an overall summary of outcomes, including 71% of students moving on to Further Education courses, 14% of student in employment, 10% of students are claiming benefits but still engaging with the College and 5% were not engaging. It was noted that the team were constantly keeping in contact with Students. J McEvoy highlighted that the students on this programme were predominantly school refusers who were not previously engaged in any learning but had managed to sustain 14 weeks at College on the programme.

J McEvoy noted that behaviour change was the fundamental key to the success of the programme as staff were there to encourage students to understand that they could do things for themselves, rather than have staff complete these on their behalf. J McEvoy highlighted that the next course for the project is 'Find your Future in Digital' as many students don't have the digital skills that are required to gain employment or progress into further education in an area of growing opportunity.

G Ritchie asked where the students are recruited from. J McEvoy stated that students were recruited from SDS, through the outreach work, via the criminal justice system. It was noted that many were trapped in a cycle of poverty and referred to the College for courses, but not yet in a position to attend.

M Williamson noted from the video presentation, that the majority of students on the Who Cares programme were female between the ages of 16-19. J McEvoy noted that there were more females on this particular course however, the Find your Future course had a majority of male students. It was noted that the funding was specifically for the younger age group.

G Ritchie asked if it was manageable for more students to be enrolled on provision like this. J McEvoy stated that there was a significant gap in provision locally and nationally of this type, for both young and older age groups.

It was noted that most of the work undertaken through the project would not be eligible for normal College funding. J McEvoy stated that there was, however, a significant need for this type of provision and noted that the breadth of College provision made this a much richer opportunity for young people and much more likely to be successful.

Arrangements for the on-going mentoring and support of course participants was discussed.

J McEvoy noted that it was a College wide team effort to deliver this project successfully and highlighted in particular the support of administration teams, who are on hand to help process with bursary payments for students, mostly at the last minute.

S Hewitt gave credit to the team involved and noted that much of the success was down to their approach in delivering the programmes that had helped with retention and students enjoying the courses.

N Lowden asked what type of employment the 14% of students achieved. J McEvoy noted that it was mostly apprenticeships and care sector work that students were achieving and that it was great to see students gaining the confidence to find work or volunteer out in the community. J McEvoy highlighted that the programme was not specifically designed to get students into work, so this was a fantastic achievement.

A McCusker asked if there were groups of students not being targeted and missing from the programme. K Baxter explained that there were a range of groups not involved in the programme and noted her outreach teams work with a range of groups in the community that were not yet ready or willing to consider attending College. These groups included groups that met in community centres and drop in activity and young mum's groups.

K Baxter gave an overview of the work carried out by her team, Project B, outlining the work the team carried out over the summer with a group of mums who were unemployed and outwith education. The team met with the young mums over a 14-week period and had them in College to complete short cookery and first aid programmes and courses of particular interest to them. Following this, the team met with the young mums for lunch in College with their children and organised external activities for them to take part in.

K Baxter noted that the feedback from taking the College out into the community in this way had been amazing and the capacity within the College to carry out these summer courses, along with the funding available had made a huge difference.

H Honeyman asked if younger children between 14-16 year old were being targeted or was this programme just for 16-19 year olds. S Hewitt explained that Future Talent courses within school's targeted school aged children. S Taylor noted that the funding was for the 16 – 19 group and noted that there were around 300 lone parents in the Dundee and Angus area that weren't engaged in education, training or work.

M Williamson asked where the funding for the project comes from. S Taylor noted that the funding is from the Scottish Government for 3 years, with the College now moving into the second year of this.

G Ritchie noted this was an intensive programme and calls on many College resources to meet the demands, however the payback on investment was huge, especially where young people could break the 'cycle of poverty' and move into good jobs and future careers.

M Williamson noted that it could be a wider community project and added that local authorities could work together to help to meet the demands. G Ritchie added that the College were in a good position with the resources on hand to make the programmes successful.

A McCusker noted that the team are doing a fantastic job. J Carnegie noted that the end of year ceremony was outstanding and it was very powerful to see the impact the project was having on many students that would not otherwise have had an opportunity.

The Committee thanked J McEvoy and K Baxter for their input.

9. STUDENTS' ASSOCIATION REPORT

C Meldrum provided a summary of the report to the Committee and noted the changes that had been made to the Students' Association, including representatives at each campus and a project focus area for each:

- Cher Meldrum – Overall Student Representation (Class and Lead Representatives)
- Amy Monks (Arbroath Campus) – Equality and Diversity
- Colin Ogilvie (Gardyne Campus) – Learning and Teaching
- Jessie Skivington (Kingsway Campus) – Health and wellbeing

C Meldrum noted that she was working closely with B Grace and the Estates team to promote the RESPECT Campaign and get the message out to all students.

C Meldrum highlighted the increased engagement with students with record numbers voting in elections and staff awards.

C Meldrum noted that the all staff welcome back event in August allowed the Students' Association to give a positive impact to staff and allowed Cher and the team to introduce themselves, and engage with both academic and support staff.

C Meldrum and A Monks noted that the Students' Association would be focusing on two charities for the year and had nominated Maggie's Dundee and Besty, with various charity events being organised and both charities receiving an equal split of the money raised.

H Honeyman noted that a lot of work had gone into Healthy Body, Healthy mind, and asked if there was anything being done to help students with financial guidance, as this is one of the major factors around mental health. S Taylor noted that Student Services organised a range of inputs and support for students in understanding with money and provide advice with growing issues such as gambling. J Carnegie added that there was a national innovative being piloted in certain Colleges and Universities around financial advice.

B Carmichael stated that he has been meeting with the Students' Association and ICT to arrange for a separate page on the portal for all staff to see the work that goes on and keep them up to date with the various charity and other events.

M Williamson stated that the growth within the Students' Association had been tremendous and paid credit to the team and S Rennie, for providing a detailed report for the Committee. G Robertson added the report was excellent for the Committee to read.

10. DEVELOPING SCOTLAND'S YOUNG WORKFORCE

G Ritchie noted that H Roberts would provide an update at the November Committee meeting. **G Ritchie to action.**

11. STRATEGIC RISK REGISTER & RISK DELEGATION TO BOARD COMMITTEES

S Taylor outlined and summarised the report to the Committee. S Taylor noted that there were a small number of risks around Learning, Teaching and Quality within the Strategic Risk Register and asked the Committee if they were happy to accept oversight of these risks within their remit. S Taylor also asked if the Committee were comfortable that the regular information and reports that they received were sufficient to allow Committee members to assess College performance in respect of these risks. M Williamson noted that the reports that come to the Committee in terms of Learning, Teaching and Quality were of high quality and served the Committee well.

H Honeyman asked if there should be scenario planning around the risks. S Taylor noted that the Executive team are working on business continuity scenario planning at an event with Zurich, to look at possible major incidents. It was noted that this in turn might inform risk management needs.

S Taylor suggested that this was an item that could be raised at the full Board of Management rather than individual Committees, to avoid mixed approaches between different Committees. This was agreed, **S Taylor to progress.**

G Robertson noted that the purpose of the planned changes was to support more meaningful engagement with risks and risk management, and stated that scenario planning could be a good way to make sure this is covered.

A McCusker asked if the results from the Zurich scenario planning session would be reported to the Audit and Risk Committee. J Carnegie noted that the results would be used to update the Business Continuity plan, with that then going to the Audit and Risk Committee as appropriate.

M Williamson confirmed that the Committee was happy to accept responsibility for the three risks aligned to its remit and engage in a broader discussion at Board regarding which risks would benefit from further exploration through scenario planning.

12. SQA HIGHERS / NATIONAL 5 EXAM RESULTS & ACTIONS

S Hewitt summarised the report and explained that some Higher courses such as History, Modern Studies, Geography and Accounting, had been removed from the portfolio and there had been a 30% drop in student numbers, but not in provision as alternative options had been found to replace these Highers and the changes had had an overall better impact on attainment.

S Hewitt noted that, like the previous year, there had been an unacceptably low pass rate for Higher Psychology. S Hewitt summarised discussions with Angus Council in respect of this, and noted the good work that had been undertaken (in partnership with the Council) to amend recruitment arrangements and offer a range of more appropriate learning options to engage with psychology as a subject.

M Williamson noted that the College could also increase work with local authorities to bring school pupils to College with a focus on other pathways to employment, such as Foundation Apprenticeships.

B Carmichael asked if there was information on the dashboards to compare figures with previous years. S Hewitt confirmed that there was.

S Mill asked if the data for results would appear nationally. S Taylor confirmed that the data for school pupils sitting exams through the College would also be reflected within the schools insight system.

The report, and actions being taken to improve the offer and attainment, was welcomed.

13. VP CURRICULUM AND ATTAINMENT REPORT

S Hewitt provided an overall summary of the report and noted that the restructure had had a significant impact amongst staff, but that good partnership work was developing.

S Hewitt noted that it was still early in the Academic year to provide clear recruitment data, but noted that this was on target with numbers slightly lower than the previous year (but that the overall credit target was also lower).

S Hewitt stated there were some concerns around part-time recruitment. Outreach centres had also seen a decline and discussions were taking place to improve provision and promote the offer available in Outreach.

A McCusker asked if there were particular subjects within part-time recruitment that had declined. S Hewitt noted that it was across the board, including popular courses within Care. It was noted that a full review of this was planned.

S Hewitt noted that the College had achieved its 2018/19 credit target, including the 1,500 additional credits. This was welcomed.

M Williamson noted that she was pleased to see engagement with University of Dundee, University of Abertay and Robert Gordon University with articulation agreements.

The report was noted.

14. LT&Q Metrics

S Taylor summarised the report, stating that some of the figures were now out of date as they related to 2017/18 but the 2018/19 information was not yet available.

S Taylor noted that the figures within the Articulation section had been updated and advised that these would be included in the minute (see below)

A McCusker noted that more credits could become available to the College. S Hewitt added that the College would plan around this as far as possible. J Carnegie noted that the College had advised SFC over the summer that additional credits would be welcomed.

15. DATE OF NEXT MEETING

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

<u>Action Point Summary</u>		
Action	Responsibility	Date
Consideration of Risk Scenario Planning to be raised with the full Board of Management	S Taylor	24 September 2019
Risk to feature as a standing item on future agendas	S Taylor	13 November 2019
Invite H Roberts to give an update on DYW group activity.	G Ritchie	13 November 2019

	2015/16	2016/17	ROA Target 2017/18	Outturn 2017/18
The total number of students who have achieved HNC or HND qualifications progressing to degree level courses	620	650	650	717
The number of successful students who have achieved HNC or HND qualifications articulating to degree level courses with advanced standing	250	292	292	357
The proportion of successful students who have achieved HNC or HND qualifications articulating to degree level courses with advanced standing	40.3%	45%	45%	49.8%