

BOARD OF MANAGEMENT



Learning, Teaching and Quality Committee Wednesday 29 April 2020

Draft Confirmed by Chair

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 29 April 2020 at 5.00pm via Microsoft Teams.

PRESENT:	M Williamson (Chair)	G Robertson
	B Carmichael	A McCusker
	G Ritchie	A Monks
	H Honeyman	S Stirling
	C Meldrum	
IN ATTENDANCE:	S Taylor (Vice Principal / Secretary to the Board)	S Hewitt (Vice Principal)
	J Grace (Director of Curriculum)	K Murphy (Director of Curriculum)
	S McGregor (Head of Sector)	S Swinley (Head of Curriculum and Quality)
	M Sanderson (Executive Secretary)	

1. WELCOME

M Williamson welcomed Committee members and S Swinley and S McGregor to the meeting.

2. APOLOGIES

Apologies were noted from Neil Lowden & Steven Mill

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTE OF PREVIOUS MEETING

The minute of the meeting held on 13 November 2019 was approved as an accurate record.

5. MATTERS ARISING

It was noted that these items were either on the Agenda for this meeting or were discussed at the Board Meeting in December 2019.

6. COVID 19 – IMPACTS FOR LEARNERS AND LEARNING, TEACHING & OUTCOMES

G Ritchie summarised the impact of the COVID 19 pandemic, noting that the College had closed for face to face teaching on 17 March and all buildings had closed due to COVID-19 on 20 March. It was noted that the College was unsure of when it would reopen.

G Ritchie stated that despite the current situation, staff were keeping in regular contact with students and it was hoped that most students would still achieve a positive outcome.

G Ritchie highlighted that there had been a loss of income due to COVID-19 and that the Principals group nationally was in regular contact with the Scottish Funding Council (SFC) and Scottish Government regarding the impact on activities, credit targets, finances etc.

G Ritchie stated that the College was working closely with other colleges in Scotland to look at solutions and to ensure student's continued to receive a good level of learning and teaching.

M Williamson noted the likely impact of the pandemic on the wider economy and asked how quickly the College could react to increasing unemployment rates. G Ritchie stated that a range of scenarios and options were being considered, including arrangements for the start of session 2020/21 and options to enhance work for those made redundant across the economy.

H Honeyman asked if the campuses would be set up differently to implement social distancing measures. G Ritchie noted the team were looking at what was needed for this, including reducing classroom capacity, providing hand sanitisers outside every room, and revising curriculum delivery to suit amended rules.

G Robertson asked if there would be an increased demand and opportunity for online learning. G Ritchie explained some areas of the college were unlikely to be able to accommodate social distancing measures and may need to offer more classes online. S Hewitt added that a commercial element to this would be difficult as many providers were offering free provision.

7. STUDENTS ASSOCIATION REPORT

C Meldrum and A Monks provided a summary of their written report. C Meldrum noted that Class Reps and Lead Reps are keeping in touch with the team and students and are continuing to do "Rep of the Month".

C Meldrum noted that the Student Led Awards had proven popular, with the number of nominations increasing to 312 from 50 in just one week.

C Meldrum provided the committee with an insight into the lockdown lounge, an online Facebook group and explained the team were opening this up to staff to take part. C Meldrum also explained the team are hoping to give student's volunteer awards for helping out with the lockdown lounge.

A Monks highlighted and provided a summary of the Student's Association Newsletter, which has been communicated to staff and students during lockdown. A Monks highlighted that students were reaching out to key workers and residents of a local care home, by sending them letters and pictures to keep in touch.

C Meldrum noted that the team have been working closely with the Student Services Team to refer students who were struggling during lockdown and providing them with support. Video calls have also been organised for students who feel lonely to help them to keep in touch.

G Robertson noted the work the team are doing is amazing and paid credit to the team. This was echoed by other Committee members.

8. ENGINEERING CURRICULUM IMPROVEMENT PLANS

K Murphy introduced S Swinley and S McGregor to the meeting and provided the Committee with a summary of opportunities and developments designed to enhance the engineering curriculum and outcomes (copy enclosed). S McGregor provided an overview of the plans and detailed the Tay Cities deal and the proposals for the project.

S Swinley provided an overview of staffing information within the engineering department and summarised work being undertaken to support and develop staff through the use of staff CPD and involve them with various projects and opportunities.

Developments taking place in terms of curriculum planning and transitions alongside changes in approaches to learning and teaching were outlined.

S Swinley stated that there had been some early signs of development in terms of future opportunities and stated that despite a decrease in applications for HN courses, however there has been a huge increase in senior phase pupils applying for programmes.

G Ritchie noted that since S McGregor has taken over responsibility for the sector there had been clear developments in terms of working approaches and curriculum plans.

A McCusker asked if there has been any change in gender regarding applications. S Swinley confirmed there were more females applying and the number of successful modern apprentices had also been female. H Honeyman asked if this information is being used for marketing. S Swinley confirmed there were still only around 5% of female students within the team, but that successes were being publicised to help to improve this.

The developments taking place were noted and M Williamson noted that it would be good to come back at a future point to see how these plans were developing.

9. EDUCATION SCOTLAND PROGRESS VISIT REPORT

The positive report received was noted with interest.

10. 2018/19 PI COMPARATOR REPORT

S Taylor summarised the report, highlighting that overall the 2018/19 outcomes were amongst the best in the sector. It was noted that, despite these declining in some areas, the outcomes for Care Experienced learners were the best within the sector, and those from SIMD 10 and 20 areas, and those for younger learners remained very strong.

A McCusker noted that the outcomes for part-time learners (particularly in HE) were below national average. S Hewitt noted this, and outlined a number of the steps reported to the Committee previously to improve these outcomes.

The report was noted.

11. VP CURRICULUM AND ATTAINMENT REPORT

S Hewitt summarised his report.

12. STRATEGIC RISK REGISTER

S Taylor provided a summary of the paper and the updated Strategic Risk Register. S Taylor noted that there was an additional layer in the risk register to highlight the ongoing COVID-19 situation and the mitigating and monitoring actions being taken. The risk register was discussed, and H Honeyman asked if a full separate COVID risk assessment was planned. S Taylor noted that a COVID-19 recovery plan had been developed and would be worked through over the coming weeks. It was noted that this plan would be brought to the June Board meeting.

The risk register was approved.

13. LT&Q METRICS

The LT&Q Metrics were noted.

14. The next Learning, Teaching and Quality Committee meeting will take place on Wednesday 2 September 2020 at 5.00pm, Room Y150, Gardyne Campus.

Action Point Summary		
Action	Responsibility	Date
No actions recorded		