

# BOARD OF MANAGEMENT



## Learning, Teaching and Quality Committee Wednesday 2 September 2020

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### Draft Confirmed by Chair

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 2 September 2020 at 5.00pm via Microsoft Teams.

**PRESENT:**

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

**IN ATTENDANCE:** S Taylor (Vice Principal / Secretary to the Board)  
J Carnegie (Vice Principal Corporate Services)  
J Grace (Director of Curriculum)                      K Murphy (Director of Curriculum)  
L Crichton (Head of Administrative Operations)  
M Sanderson (Executive Secretary)  
J Howie (observer undertaking Board Evaluation)

### 1. WELCOME

M Williamson welcomed Committee members and L Crichton and J Howie to the meeting.

### 2. APOLOGIES

Apologies were noted from M Thomson.

### 3. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 4. MINUTE OF PREVIOUS MEETING

The minute of the meeting held on 29 April 2020 was approved as an accurate record.

### 5. MATTERS ARISING

The close out of matters arising from previous meetings was noted.

## **6. CURRICULUM REPORT - COVID 19 ARRANGEMENTS FOR LEARNING, TEACHING AND ENGAGEMENT OF LEARNERS**

Presentation from J Grace, K Murphy and L Crichton.

L Crichton provided the Committee with an update on arrangements over the summer to support the engagement of students and outlined how her team were supporting engagement with student inductions.

Students were also being invited onsite to meet group tutors, complete admin tasks and familiarise themselves with the campus, whilst following social distancing measures.

L Crichton explained that Newsletters were sent out to students who are due to start College, and these provided useful information for the initial part of the academic year. There were also “one stop shops” online for students, providing useful information for starting College.

L Crichton outlined approaches to ensure that an accurate record was kept of student attendance on campus and explained that ‘Track and Trace’ cards had been created for students and staff with COVID-19 guidance, and students would receive these in their induction packs.

The creation of the fully revised on-line induction hub and the redesign of a number of services for students to better support remote delivery was welcomed.

J Grace highlighted to the Committee that students coming back to campus had been the key priority, including deferred students and Senior Phase School pupils. Most other student groups had had their start date pushed back to 21 September 2020.

J Grace noted that physically distanced study zones were being created on campus, for students who had limited resources/IT access at home, to study remotely. These zones had to be booked and have a track and trace system in place. J Grace highlighted that the College had recently bought 417 additional laptops to issue to students, through the Digital Hardship Fund.

J Grace noted that academic teams were organising virtual ice-breaker sessions with students. This would help students meet classmates, as they would in normal circumstances.

K Murphy explained to the Committee that new data dashboards have been created to monitor and track student engagement through their individual login details. This would give academic staff an outline of who was engaging online and through what platforms.

M Williamson asked if arrangements were in place for students with additional support needs. K Murphy confirmed that support was in place through the College and also with agency partnerships (in areas such as Supported Education).

M Williamson asked if support was in place for lecturers who are delivering remotely and not in the usual College environment. K Murphy confirmed that CPD is in place for staff who are working remotely and there is support for all staff through the People team.

Arrangements to gather student and staff feedback on on-line and remote learning were discussed and S Taylor noted that the College would send out short ‘pulse’ surveys to staff for their feedback, throughout the academic year. Student feedback would be gathered by teaching teams, the Quality Team and also through the Students’ Association.

S Mill asked if there were enough devices for the students who needed them. J Grace stated that it was unlikely that there would be and noted that this was why COVID 19 adapted study zones had been created.

N Lowden asked about the process for giving students a laptop. L Crichton confirmed that the devices would be issued through a digital hardship application and this would be assessed by student services on a similar basis to other hardship applications. S Hewitt noted that students with additional support needs would still receive devices, through the normal application and support process. H Honeyman asked if there is a process in place for devices going missing. S Hewitt confirmed that good arrangements were in place to return laptops, but that this was an on-going challenge.

H Honeyman asked if scheduled classes would continue online if the College was impacted by another lockdown. J Grace confirmed that classes would remain online/remote as needed, but that this was difficult in many vocational areas. J Grace also noted that no one is authorised onsite without a booking. Lectures will also be recorded if students needed to self-isolate and catch up.

A McCusker asked how quickly the College could react if students failed to attend on 21 September. L Crichton confirmed that students would receive reminders from their induction date until the date they are due to start College. L Crichton noted that the first few weeks of term are critical, however courses have been able to accommodate more students due to online classes.

S Hewitt noted that the Senior Leadership Team are having conversations regarding credits and any actions needed to address a shortfall.

K Murphy noted that real-time dashboards would be monitored to identify and target support to students who are not engaging. M Williamson asked for an update in November to show how well students are engaging. **K Murphy / J Grace to progress.**

S Taylor noted that additional engagement opportunities within local communities had been organised to help to engage students and reduce the need for them to travel.

M Williamson thanked J Grace, K Murphy and L Crichton for the update and noted that all of the information provided around the approached adopted and work completed was very positive.

## **7. STUDENTS ASSOCIATION REPORT**

C Meldrum and A Monks provided a summary of their written report.

C Meldrum noted that the Summer Festival, organised by the Student's Association had been a huge success with 18 local business supporting the festival. C Meldrum praised the support of students and staff who purchased tickets and made donations. The event had raised £1013 which would be used to support the 'Pay it Forward' project for students.

C Meldrum noted the on-going success of the lockdown lounge, and advised that staff now have access to join the lounge.

C Meldrum noted that the team have been carrying out 1-1 meetings with students, over Microsoft Teams. This was proving popular with students who have College concerns or need a chat with a familiar face. It was noted that close liaison was kept with Student Services and any formal support issues referred on.

C Meldrum noted that the team would be joining classes on Microsoft Teams to recruit lead reps for the new academic year.

A Monks highlighted that the Student Association have been carrying out empathy walks around campuses to examine how students would understand the new layouts and would cope with being onsite. Students had volunteered to do this in campuses they were not familiar with. All of this work was being undertaken on a physically distanced basis.

H Honeyman asked if the team have been receiving concerns regarding mental health due to lockdown restrictions. C Meldrum confirmed that the majority of calls were to support student's mental health and have the team have offered help and guidance, with support from Student Services.

H Honeyman asked if support was in place for the Students Association team and training for mental health guidance. C Meldrum confirmed they are extremely supported by Sarah Rennie and Sarah Thom, along with Student Services. Students Association office bearers had also undertaken mental health first aid training.

A McCusker asked if there were physical meetings in place for students at a socially distanced space. C Meldrum confirmed that there is an appointment booking system in place for any students who need to chat with the Students Association face to face.

## **8. 2019/20 SQA NATIONAL 5 AND HIGHER 'EXAM' OUTCOMES**

S Hewitt summarised the report, highlighting the number of students who took Highers over the last four years. The impact of the Scottish Government changes to estimated and moderated grades was noted alongside changes that had been made to the College National 5 and Higher curriculum in recent years.

A McCusker highlighted the report showing small class sizes. J Grace confirmed the classes were integrated and the low numbers were subjects/exam sitting, not class sizes.

## **9. VP CURRICULUM & ATTAINMENT REPORT**

S Hewitt provided a summary of the report. S Hewitt highlighted that the Executive are communicating with staff regarding COVID-19 guidance. Executive teams are having daily briefings with unions, stakeholders and Student Association and are reminding staff to look after their own wellbeing during these circumstances.

S Hewitt noted that guidance toward Senior Phase students had changed that day and that revised class sizes and delivery arrangements were being developed. S Hewitt noted that this could impact significantly on the student experience, attainment and finances.

## **10. STRATEGIC RISK REGISTER**

S Taylor summarised the report. M Williamson noted that there are no changes to the risks within the LTQC register.

H Honeyman noted that it would be worth reviewing the ICT related risk to ensure that this appropriately covered possible risks around staff skills/ability to deliver on-line and the potential risk to learning associated with system failures.

M Williamson noted that IT issues on the register can be picked up at the Audit and Risk Committee. **S Taylor to progress.** S Taylor highlighted that a paper would also be discussed at the Finance and Property Committee regarding the ICT resource plan.

## 11. LT&Q METRICS

S Taylor provided a summary of the Metrics. It was noted that some metrics are out of date at this point in the year as 2019/20 outcomes were still being finalised.

M Williamson noted the impressive work that is going on within the College and noted the fantastic response to COVID-19 requirements.

## 12. DATE OF NEXT MEETING

The next Learning, Teaching and Quality Committee meeting will take place on Wednesday 4 November 2020 at 5.00pm, Microsoft Teams.

| <b><u>Action Point Summary</u></b>                                       |                       |                   |
|--|-----------------------|-------------------|
| <b>Action</b>  | <b>Responsibility</b> | <b>Date</b>       |
| Student Engagement update from dashboard to LTQC.                        | KM / JG               | 4 November 2020   |
| Possible extension to ICT risk to be discussed at Audit & Risk Committee | ST                    | 22 September 2020 |