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**Learning, Teaching and Quality Committee**

**Wednesday 7 February 2024**

***Draft***

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 7 February 2024 at 5.00pm in Room A625 Kingsway campus and via Microsoft Teams.

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| **PRESENT:** | N Lowden | D Smith |
|  | L O’Donnell | M Beattie |
|  | M Williamson |  |
|  | S Middleton |  |

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| **IN ATTENDANCE:** | S Taylor (Vice Principal / Secretary to the Board) |
|  | J Grace (Vice Principal Curriculum & Attainment) |
|  | J Roscoe & S Toms & Lee Lappin (Directors of Curriculum and Partnerships) |
|  | L Crichton (Director of Student Experience) |
|  | A Monks (Students’ Association Team Leader) |
|  | P Muir (Board Administrator) |
|  | K Paterson (Project Delivery Lead – Multiply Project) |
|  | N Anderson (Director of Finance) |

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|  | **WELCOME**  N Lowden welcomed Committee members, N Anderson as an observer and K Paterson to the Learning, Teaching & Quality Committee meeting. |
|  | **APOLOGIES**  Apologies were received from F Khan, S Hewitt, H Honeyman, C Ogilvie, and D Fordyce. |
|  | **DECLARATIONS OF INTEREST & CONNECTION**  There were no declarations of interest or connection. |
|  | **MINUTE OF THE PREVIOUS MEETING**  The minute of the meeting held on Wednesday 1 November 2023 was approved as an accurate record. |
|  | **MATTERS ARISING**  There were no matters arising. |
|  | **CURRICULUM REPORT – MULTIPLY (MATHS & NUMERACY REPORT)**  N Lowden welcomed K Paterson to the meeting - Project Delivery Lead.  K Paterson presented her curriculum report on the Multiply Project which focused on enhancing math’s and numeracy skills in work and daily life.  The initiative was funded by the UK Shared Prosperity funding, with funding secured from July 2023 until March 2025.  Funding for the initiative is provided through both Angus Council and Dundee City Council. Eligibility criteria for the funding target individuals aged 19 and over residing in the region who do not hold a National 5 qualification. It was noted that outcomes for Angus and Dundee regions differ, allowing flexibility in the utilisation of the project's offerings.  K Paterson highlighted the success of the homework club that was launched in Angus working closely with secondary school aged pupils. This has been tailored to improve the individual’s numeracy skills around the curriculum delivered in school. These courses involve active engagement with parents which have received positive feedback, particularly from Arbroath pupils, who have shown increased engagement and confidence in learning.  K Paterson noted that classes are currently running in Forfar and Montrose Academy, with the intentions of delivering in Carnoustie and Monifieth from April - June 2024. K Paterson highlighted the significant demand evidenced by 70 families on the waiting lists, with those families willing to travel to attend sessions.  Additional courses have been implemented to support individuals with numeracy deficiencies such as online skillboost courses- Finance for Small Businesses, Personal Finance, Upskill in Numeracy and Upskill in Maths have been implemented, with 12 learners currently enrolled in individual programs. Additionally, relevant Maths modules have been integrated into vocational courses, and numeracy delivery to ESOL learners has been expanded. This ESOL initiative aims to enhance understanding and language proficiency in math’s and numeracy, catering to diverse learning needs.  In Dundee and Angus, new intensive and flexible courses have been introduced targeting individuals without a National 5 qualification. These 16-week online courses are recognised by local universities as entrance requirements for teaching and social work programs. K Paterson highlighted that these courses are currently undergoing the SCQF credit rating process.  N Lowden, M Williamson and L O’Donnell praised the report and highlighted how exceptional this work was. |
|  | **STUDENTS’ ASSOCIATION REPORT**  A Monks presented this report in the absence of C Ogilvie and F Kahn.  A Monks provided a detailed overview of recent Student Association activities and achievements. She emphasised the key priorities and goals for 2023/24 year; focussing on inductions, class & department rep recruitment, training, breakfast club provisions, clubs & groups.  A Monks commended on the success of the inductions, reporting an impressive response of over 400 individuals involved. Additionally, 250 class representatives were trained through multiple online sessions and supported by an induction training handbook for additional support.  A Monks noted the collaboration of 22 department representatives who now form the Student Congress. These representatives have been offered additional training sessions which included a session with Michelle Hamilton (Quality Manager) around understanding quality and how to raise issues or concerns on a positive basis.  A Monks provided an update on the successful performance of the Thrive shop, with funds allocated by Angus Council which helped immensely to provide food parcels to over 350 families.  A Monks advised that three new Assistants are joining the Student Association team at the end of February 2024. This will improve and enhance interaction and broaden offerings across all three campuses.  S Taylor informed the Committee that F Khan was now on her maternity leave, so would not be available to support the work of the Students’ Association. The Committee wished her well.  M Williamson enquired about the budget for Breakfast Clubs, and A Monks confirmed they have received funding from Angus Council to support the Breakfast Club fund and had received funds from the Sports Team Cyclathon event as well. S Taylor emphasised that the Thrive initiative of free soup and other support was supported by the College and was continuing and is hugely valued by students and staff.  N Lowden praised and thanked A Monks for her report. |
|  | **STUDENT SATISFACTION SURVEY NOV 23**  The Learner Satisfaction Survey undertaken early November 2023 had achieved high levels of participation and S Taylor noted the excellent work undertaken by staff across the College to support students to engage with this.  Survey outcomes were also strongly positive, with the student satisfaction rate increasing over time and remaining at a high level of 88%. S Taylor summarised how the survey outcomes were used at individual team and course level for reflection and evaluation, with J Grace highlighting that staff received the highest ratings in the survey.  N Lowden expressed concern regarding the potential impact of low response rates on the results published for the Service Design Team. He questioned whether the data obtained from only two respondents should be incorporated into the report. It was agreed that this could be removed from any published versions of the report.  M Williamson enquired about the participation of full time and part time students and the report’s coverage of part time students. S Taylor noted that there was a mix of respondents, but that the main focus was on full-time student participation. It was noted that this detail was available to teams, who could drill down into the data right through to individual course and stream level.  The inclusion of response numbers at team level in future reports was requested**. S Taylor to progress.**  The report and excellent survey outcomes were noted. |
|  | **EDUCATION SCOTLAND ANNUAL ENGAGEMENT SUMMARY REPORT**    S Taylor highlighted this report.  The Annual Engagement Visit (AEV) conducted by Education Scotland in December 2023 involved meetings and discussions with staff members, students, and stakeholders. The report findings were overwhelmingly positive, indicating numerous strengths within the College. The report highlighted the effectiveness of the connection between the College and regional employers, as well as with the community and third sector groups. The report identified no main points for action highlighting only major strengths and some minor development areas in the College’s work.  S Taylor noted that the college HMI, Peter Connolly, would present the report at a future Board Meeting.    N Lowden praised this report from Education Scotland, stating it was incredibly impressive. |
|  | **CURRICULUM & PARTNERSHIPS REPORT**  J Grace presented the report for noting.  Figures for January recruitment have been positive, with over 366 students enrolled against a minimum target of 312 places and an increased class size average of 18.7 compared to 13.5 in January 2023.  J Grace emphasised there has been a whole College focus on retention, with early withdrawals having significantly decreased from 712 in 2022/23 to 310 learners in 2023/4. Fostering positive and meaningful relationships with students, proving to be key to success.  J Grace provided an update on the support provided to students seeking for sanctuary at Dundee & Angus College. This year, the college has accommodated nearly 250 refugees and asylum seekers across 16 teaching departments, with the majority enrolled in ESOL programmes within the English Language and Teacher Training (ELLT) department. The Head of Curriculum and Quality (HCQ) and ELTT organised a CPD session for staff during Quality Week. This session aimed to enhance staff understanding of the challenges faced by refugees and asylum seekers and to broaden awareness of the colleges efforts in supporting them.  J Grace advised that the College has successfully secured £45k investment from the Angus LEP Parental Engagement Fund to initiate a groundbreaking project known as Breaking Boundaries. J Grace stated that collaboration with key industry partners in Angus is underway to identify participants and support businesses in cultivating their own skilled and loyal workforce whilst simultaneously empowering employees to thrive. The course is set to commence this month and is expected to last approximately 9 months.  The report was praised and welcomed by the Committee. |
|  | **STRATEGIC RISK REGISTER**  The strategic risk register was noted. Whilst some modifications were implemented, there were no immediate implications for the Learning, Teaching and Quality Committee and no alternations were suggested regarding the risks assigned to the Committee. |
|  | **LT&Q METRICS**  The range of LT&Q metrics were noted. S Taylor advised of a correction to the noted activity target (as this quoted the 2022/3 target, not the 2023/4 one. This would be updated. |
|  | **DATE OF NEXT MEETING**  Wednesday 24 April 2024 at 5.00pm in room A625, Kingsway campus. |

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| **Action Point Summary** |  |  |
| **Action** | **Responsibility** | **Date** |
| Update to reporting format for future satisfaction survey reports | S Taylor | 24 April 2024 |