

## Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 1 December 2016

Location: Board Room, Scottish Borders Campus

### Minutes

ITEM	MINUTES
Present	Ian Ireland (Chair) Jane Martin Virginia Grant Andy Winwood Kevin Armstrong (student member)  Tony Jakimciw (teleconference)
In Attendance	Heather Anderson David Killean (Clerk) Sheila McColm (Secretary)
<b>61/16</b>	<b><u>Chair's Opening Remarks</u></b>  I Ireland welcomed everyone to the meeting. He explained that D Killean was acting as Clerk for an interim period and requested he be referred to as such in the minute when acting in that role.
<b>62/16</b>	<b><u>Apologies for Absence</u></b>  Apologies for absence were received from Sara Shinton
<b>63/16</b>	<b><u>Minutes of meeting held on 27 October 2016 (Paper A)</u></b>  The minutes of the meeting held on Thursday 27 October 2016 were agreed as a true and accurate record.
<b>64/16</b>	<b><u>Matters Arising</u></b>
27/16	K Armstrong would bring a proposal for use of the Trust Fund to the next meeting. <b>ACTION: KA</b>
28/16	K Armstrong would discuss the idea for best work placement awards for companies with J George. <b>ACTION: KA</b>
38/16	H Anderson would raise at the next Board meeting that members contact J George with regard to assisting with interview skills. <b>ACTION: HA</b>
47/16	The Risk Register was currently under review.
48/16	David Killean said that the Outcome Agreement and the Self-evaluation report

<p>49/16</p> <p>52/16</p>	<p>would be presented at the CPP Economy and Low Carbon meeting in February. The Self-evaluation report had been published on the College website and paper copies would be available on request.</p> <p>J Gardner of Education Scotland planned to attend the Curriculum and Quality Committee and full Board meetings in March. An event for all College staff was also planned.</p> <p>D Killean, in his role as Clerk would discuss the publishing of Board papers with T Jakimciw and take a paper to the next Board meeting.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>All remaining actions were complete.</p>
<p>65/16</p>	<p><b><u>Declaration of any Conflicts of Interest</u></b></p> <p>There were no declarations of any Conflicts of Interest from Committee members.</p> <p>It was noted that D Killean was currently undertaking a dual role as Vice Principal and Clerk to the Board. This had been authorised by SFC for the interim period until the role of Clerk could be filled.</p>
<p>66/16</p>	<p><b><u>Presentation – School Rolls and their Impact on the College</u></b></p> <p>H Anderson had not received the information she required from the schools in order to give this presentation. She would continue to pursue this information through Scottish Borders Council.</p> <p style="text-align: right;"><b>ACTION: HA</b></p>
<p>67/16</p>	<p><b><u>Risk Register</u></b></p> <p>The Risk Register was currently under review. A revised format would be presented to the Board on 8 December.</p>
<p>68/16</p>	<p><b><u>Access and Inclusion Strategy (Paper B)</u></b></p> <p>D Killean presented the Access and Inclusion Strategy which was part of a suite of ten strategies to support the Strategic Plan 2016-20. Once approved the Strategy would form part of the Outcome Agreement.</p> <p>There was also a requirement in the Outcome Agreement Guidance for all colleges to have this strategy in place for 2017/18 as part of the condition of funding. SFC had reviewed the ELS service and discovered that ELS funding was being used more broadly than for access and inclusion. Use of the funds for that purpose must therefore be demonstrated in the strategy and the service should be costed.</p> <p>D Killean advised that Learning Support was a collaborative service between the lecturing staff, support staff and the Learning Support Team. He noted that there should be reference to the Students Association within the Strategy and asked K Armstrong to identify areas where this should be added.</p> <p style="text-align: right;"><b>ACTION: KA</b></p>

	<p>It would be necessary to calculate how much of a lecturer's time was involved in Access and Inclusion in order to cost the service. D Killean estimated that significantly more resource than the College was funded for was currently put into the service.</p> <p>T Jakimciw reported that concerns regarding this exercise had been raised at the SFC funding group and SFC had advised that the information was only required in broad terms. D Killean advised that he would not provide a detailed breakdown of costs.</p> <p>H Anderson clarified that point 3.2.5 applied only to full-term learners. This would be amended accordingly.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>Point 4.1 would be amended to include monitoring by the Regional Board.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>There was discussion around transport and D Killean explained that taxi costs were paid from bursary funds.</p> <p>There was also discussion around the undertaking to recruit more students from SIMD 10 - 40 and more care experienced students and the effect this could have on other students. The lack of facilities for sight-impaired students was raised, as was the scale of need and implications of estates and ICT requiring ongoing investment. The lack of space at Newtown and students only having access to a Welfare Officer two days per week was also raised.</p> <p>D Killean would address these amendments and include a revised version of the strategy in the next iteration of the Outcome agreement. It was agreed that dependent on timing, approval of the strategy would be by either the committee or the full Board.</p> <p style="text-align: right;"><b>ACTION: DK</b></p>
69/16	<p><b><u>Employer Engagement Strategy (Paper C)</u></b></p> <p>H Anderson presented the Employer Engagement Strategy which had been updated to align with the new Strategic Plan 2016-20. She highlighted the main points:</p> <p>3.1.3 The South of Scotland Skills Agency and Developing the Young Workforce Industry Board had been added as new partnerships which the College would build upon.</p> <p>3.1.5 A schedule of Industry Advisory Boards across all programme areas would be developed.</p> <p>3.2.4 The new Education Scotland's Work Placement Standards would be embedded.</p> <p>3.2.7 New partnerships would be developed with employers that were not currently engaging.</p> <p>3.3.4 The College would liaise with schools and the local authority to create an understanding of work placement requirements within the senior phase.</p> <p>3.3.6 The College would host a joint region wide conference with SBC and the</p>

	<p>DYW Industry Group.</p> <p>3.4.2 There would be a focus on STEM subjects and the gender equality agenda.</p> <p>J Martin queried point 3.3.1; the development of market research capability. H Anderson advised that the Regional Skills Assessments were used to inform market research and the skills of existing staff were being developed to work with market intelligence. The Business Development Unit generally identified which products were required.</p> <p>V Grant considered that point 2.5, Goal 1; to respond to the needs of the region was a huge undertaking. D Killean advised that the Outcome Agreement process identified the local drivers by looking at CPP priorities and also national priorities regarding skills investment, e.g. engineering, STEM subjects and digital technology.</p> <p>H Anderson advised that the College would work with sector leads from the DYW Industry Group and she would add this as point 3.1.6.</p> <p style="text-align: right;"><b>ACTION: HA</b></p> <p>H Anderson reported that she had used the goals from the Strategic Plan which fitted with this Strategy. Following discussion she agreed to revisit Goal 3; Grow our business to see which objectives were most relevant.</p> <p style="text-align: right;"><b>ACTION: HA</b></p> <p>Subject to these changes being made, the Committee approved the Employer Engagement Strategy.</p>
70/16	<p><b><u>Learning for Leading Scheme (Paper D)</u></b></p> <p>The Learning for Leading Scheme had been updated by the Clerk and some changes had been made to allocated programme areas.</p> <p>T Jakimciw agreed to be linked with the Farming area.</p> <p>The Committee approved the continuation of the Learning for Leading Scheme for a further two year period.</p> <p>The document would be circulated to the full Board with a request to make contact with their designated programme areas as soon as possible.</p> <p style="text-align: right;"><b>ACTION: SMC</b></p>
71/16	<p><b><u>Annual Report of the Curriculum and Quality Committee to the Regional Board (Paper E)</u></b></p> <p>I Ireland presented the draft report of the Committee for the period December 2015 – December 2016 and invited comments from members.</p> <p>T Jakimciw considered that, while the report accurately reflected the work of the Committee it did not convey the level of scrutiny and attention involved. V Grant suggested highlighting the specific papers scrutinised by the Committee, e.g. Outcome Agreement and Corporate Parenting Plan.</p> <p>I Ireland thanked members for these suggestions which he would incorporate</p>

	<p>into the report for 2016-2017.</p> <p>Ireland enquired whether the reports should be written for the academic year to inform the College's Strategic Plan. The Clerk advised that a structure would be produced for reports. He would look at the cycles and link these to national and legislative requirements. This information would then be used to inform the Board Committee planner which he and S McColm were producing.</p>
72/16	<p><b><u>Outcome Agreement 2017-18 (Paper F)</u></b></p> <p>D Killean presented the first draft of the Regional Outcome Agreement 2017-18. He summarised both parts of the document; the Context Statement and the Outcome Agreement Measures sheet.</p> <p><u>Outcome Agreement Measures</u></p> <p>D Killean advised that the College had over-achieved its Credit target the previous year; the same target had been agreed this year and was suggested for 2017-18. A period of consolidation was needed to determine whether this was a sustainable level.</p> <p>Recruitment from school had declined the previous year. More students had gone to Edinburgh College for its broader curriculum, and recruitment to university had also increased.</p> <p>The number of 16-19 year old learners had decreased, while the number of 20-24 year olds had increased. At this time the College still had around 500 Credits unallocated.</p> <p>The number of students achieving a recognised qualification had decreased, therefore the targets had been dropped.</p> <p>D Killean had added point 4d (the proportion of care experienced students successfully achieving a recognised qualification) in order to establish a baseline and monitor the outcome.</p> <p>Point 5 (the number of starts for direct contracted apprenticeships) had been queried with SFC.</p> <p>Point 6 would be amended to include work experience in a realistic environment.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>T Jakimciw queried the scheduled decline in the number of credits delivered to students with a known disability. D Killean explained that he believed the move from ELS to Access and Inclusion would impact on the figure; there could be a decline due to lack of disclosure. He agreed to discuss this with the Outcome Agreement Manager.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p><u>Context Statement</u></p> <p>D Killean explained that, in addition to the Context Statement and the Outcome Agreement Measures, the Regional Board would receive the draft Outcome Agreement, consisting of 36 outputs which linked to the SFC Priority Outcomes.</p>

	<p>With reference to point 11.2, A Winwood asked that more emphasis be put on the capacity of the estate to cope with the continuing growth. The Newtown campus was now at its limit and he considered that SFC should be made aware of the dilemma. D Killean would consider this and link it into the Estates Strategy, which was embedded within the Outcome Agreement. <b>ACTION: DK</b></p> <p>T Jakimciw noted that it was clear that the Government focus on 16-24 year olds was not appropriate to the Borders Region. It was necessary to highlight that greater flexibility was required in terms of older students and learning. <b>ACTION: DK</b></p> <p>I Ireland congratulated D Killean on this excellent document.</p>
	<p><b><u>Corporate Parenting Update (Paper G)</u></b></p> <p>D Killean presented the Corporate Parenting Action Plan progress report. He reported that many of the actions had been implemented and others completed.</p> <p>Committee members were interested to know if the introduction of the Corporate Parenting programme was making a difference. D Killean advised that where additional support was being provided, ongoing contact was maintained. He was, however, concerned that only around half of Care Aware students were achieving their award and realised that a lot of work was still required.</p> <p>A Winwood stated that a Welfare Officer was needed at the Newtown campus in order that students had someone to approach if required.</p> <p>T Jakimciw considered that further consideration was required around how to measure success.</p> <p>The committee noted that that very good progress had been made,</p>
74/16	<p><b><u>Internal Review (standing item)</u></b></p> <p>H Anderson reported that three areas had been identified for Internal Review in 2016/17.</p> <ol style="list-style-type: none"> <li>1. How good are our selection processes when admitting students to our programmes?</li> <li>2. How good are our work placement experiences in developing the employability skills of our learners?</li> <li>3. How good are we at using technology to enhance learning?</li> </ol>
75/16	<p><b><u>Developing Scotland's Young Workforce Update (standing item)</u></b></p> <p>H Anderson provided a verbal update on progress.</p> <p>The DYW Industry Group Project Manager was now in post. Interviews for the Project Officer had taken place that day and the Administrator interviews were scheduled for the following week. Premises at Ettrick Riverside in Selkirk were being considered as a base to operate from.</p>

	The Schools Academy programme was being developed for session 2017/18. The College was looking to develop STEM subjects as part of the programme.
<b>76/16</b>	<p><b><u>Quarterly Complaints and Compliments Report (Paper H)</u></b></p> <p>D Killean presented the Complaints and Compliments report from July 2016 to the present date. There had been six Level 1 complaints and two Level 2 complaints, one of which had been escalated from Level 1. The process was ongoing for both of the Level 2 complaints.</p> <p>I Ireland complimented the College on winning the Digital Education award and achieving a Highly Commended award for Greenpower Racing at the CDN Award Ceremony which he had attended.</p>
<b>77/16</b>	<p><b><u>Equality and Diversity (standing item)</u></b></p> <p>Equalities and Diversity was embedded within the Outcome Agreement.</p>
<b>78/16</b>	<p><b><u>Any Other Business</u></b></p> <p>I Ireland thanked H Anderson taking the time to provide him with a detailed explanation of the qualifications structure.</p>
<b>79/16</b>	<p><b><u>Date of Next Meeting</u></b></p> <p>The next meeting of the Curriculum &amp; Quality Committee will be held at <b>4.30pm on Thursday 9 March 2017</b></p>

Signed..... Signed.....  
**Chairman** **Secretary**

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#### Actions

Item	Action	Responsibility and Date
27/16	Bring proposal applications to the Trust fund to the next meeting	K Armstrong – 9 March
28/16	Discuss the idea for best work placement awards for companies with J Georg	K Armstrong
38/16	Raise at next Board meeting that members contact J George to liaise with course tutors regarding assisting with interview skills and selection of work placements	H Anderson – 8 December
52/16	Discuss the publicising of Board papers with T Jakimciw and take a paper to the next Board meeting	D Killean
66/16	Continue to pursue info re school rolls through Scottish Borders Council	H Anderson
68/16	Identify areas within the Access and Inclusion Strategy where there should be reference to the Students Association	K Armstrong
	Point 3.2.5 applied only to full-term learners- this would be amended accordingly	D Killean
	Point 4.1 would be amended to include monitoring by the Regional Board	D Killean
	Address amendments and forward the revised document to I Ireland before taking to the Board	D Killean
69/16	The College would work with sector leads from the DYW Industry Group would be added as point 3.1.6 to Employer Engagement Strategy	H Anderson
	Revisit Goal 3; Grow our business to see which objectives were most relevant	H Anderson
70/16	Circulate L4L document to the full Board with a request to make contact with their designated programme area	S McColm
71/16	Amend OA Measure 6 to include work experience in a realistic environment	D Killean
	Discuss the move from ELS to Access and Inclusion impacting on the figure with Outcome Manager	D Killean
	Consider capacity of Newtown to cope with the continuing growth and link it into the Estates Strategy	D Killean
	It was necessary to highlight that greater flexibility was required in terms of older students and learning	D Killean