

# A

## Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 3 March 2016

Location: Board Room, Scottish Borders Campus

### Minutes

ITEM	MINUTES
Present	Ian Ireland (Chair) Norman Roxburgh Brian Jamieson Jane Martin Tony Jakimciw Virginia Grant
In Attendance	Heather Anderson David Killean Brian Hood (Clerk to the Board) Sheila McColm (Secretary) Fraser Wight (Head of ISLT) – item 06/16 only
<b>01/16</b>	<b><u>Chair's Opening Remarks</u></b>  I Ireland welcomed everyone to the meeting and suggested moving directly to item 06/16 on the agenda.
<b>06/16</b>	<b><u>Presentation – Fujitsu Learning Hub</u></b>  The Committee received a powerpoint presentation on the Fujitsu Learning Hub from Fraser Wight, Head of ISLT (Information Systems and Learning Technology).  Committee members took the opportunity to further question the benefits of the Learning Hub and the partnership between Fujitsu and the College.  I Ireland then thanked F Wight and he left the meeting at this point.
<b>02/16</b>	<b><u>Apologies for Absence</u></b>  Apologies for absence were received from Andy Winwood.
<b>03/16</b>	<b><u>Minutes of meeting held on 3 December 2015 (Paper A)</u></b>  Further to the following amendment being made the minutes of the meeting held on Thursday 3 December 2015 were agreed as a true and accurate record.  Item 69/15 – insert “ <i>Instead of only Thursdays</i> ” at start of 3 <sup>rd</sup> sentence. Amend

	next sentence to “ <i>This change would cause an increase in transport costs</i> ”.
<b>04/16</b>	<b><u>Matters Arising</u></b>
64/15	D Killean confirmed that the Malpractice Policy had now been to JCC.
65/15	D Killean reported that he was currently working on a list of acronyms to be added to the Outcome Agreement.  D Killean agreed to accompany B Jamieson when consulting with students on the Outcome Agreement.
67/15	A Higher Biology lecturer was now in post.
71/15	B Jamieson was uncertain if Business students were still experiencing problems with the IT hardware but agreed to investigate.  <b>ACTION: BJ</b>
	In response to a query from N Roxburgh regarding the Schools Academies, H Anderson clarified that the teaching costs were covered through credits from the Scottish Funding Council. Transport costs were paid by either the schools themselves or the local authority. The Schools Co-ordinator post at the College was also funded by the local authority.  All remaining actions were complete.
<b>05/16</b>	<b><u>Declaration of any Conflicts of Interest</u></b>
	There were no declarations of any Conflicts of Interest.
<b>07/16</b>	<b><u>Risk Register (Paper B)</u></b>
	The Committee considered the Risk Register which had been amended by the Regional Board at its meeting on 18 February.  Members queried the new risk, 2g – “failure to recruit suitably qualified staff across all subject areas”.  H Anderson reported on the problems encountered in recruiting Higher Biology, Electrical Engineering and Computing lecturers. Despite initial interest in the posts, some of the applicants had dropped out prior to interview. A Higher Biology lecturer had now been appointed but recruitment continued for the other posts. The retiring Electrical Engineering lecturer had stayed on in the interim and some part-time staff had taken on additional hours. Existing Computing staff had also taken on additional hours.  H Anderson advised that, in order to achieve a higher pay level, lecturing staff were required to undertake PDA followed by TQFE training, therefore some applicants could be facing a drop in salary. There was discussion regarding the possibility of the college offering a higher salary or other benefits with conditions. D Killean advised that an equality impact assessment would be required if taking this forward. H Anderson agreed to revisit with the HR Manager and bring back to the Committee if necessary.

	<p style="text-align: right;"><b>ACTION: HA</b></p> <p>The Committee approved the remainder of the Risk Register with no changes.</p>
<p><b>08/16</b></p>	<p><b><u>Trust Funding Applications (Paper C)</u></b></p> <p>H Anderson presented the proposal from the Construction and Rural Industries faculty for £500 from the Trust fund to purchase prizes for the end of session celebration of student success.</p> <p>J Martin considered that insufficient information had been provided and that the paper should be more explicit.</p> <p>I Ireland apologised and advised that some Committee members were aware of the history of the Trust funds and therefore no justification for this request had been requested. He explained that the purpose of the funds was to support students from the trades in Hawick. The Curriculum &amp; Quality Committee had taken the view that the traditional trades were taught within the Construction, Engineering and Land-based faculty.</p> <p>T Jakimciw considered that there was now an obvious expectation for funds to be allocated for prizes and he suggested that this decision should be taken earlier in the year. It was also noted that, in order to abide with the rule for £20k to remain in the George Heron Wilson bequest there was only just over £1k available in the fund.</p> <p>The Committee decided to review the operation of the Trust at the next meeting. H Anderson agreed to look out the original papers.</p> <p style="text-align: right;"><b>ACTION: HA</b></p> <p>The Committee then agreed, in the circumstances, to award £500 to the Construction, Engineering and Land-based faculty to purchase prizes.</p>
<p><b>09/16</b></p>	<p><b><u>Courses for Concern and Praise – Early Withdrawal 2015-16 (Paper D)</u></b></p> <p>H Anderson presented the Courses for Concern and Praise report.</p> <p>She explained that the early withdrawal figures related to students that had left the course prior to the funding point of 12 January. FE full-time figures were slightly worse than the previous year while HE full-time figures had improved. The College still compared favourably against the sector average in both categories.</p> <p>It was noted that a greater number than last year had left to take up employment and for personal reasons. The transition year from school was the greatest risk for students. Committee members queried the “personal reasons” category and H Anderson reported that, while staff may be aware of more detail, this was the only coding choice available on the system. D Killean would contact SFC to request a change of categories.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>T Jakimciw reported that a matrix had been produced by the schools to identify and mentor students at risk. D Killean would contact D Manson to request a copy.</p> <p style="text-align: right;"><b>ACTION: DK</b></p>

	<p>Courses which had made the most significant improvement in early withdrawals and those with no early withdrawals in the past three years were included in the report as Courses for Praise. H Anderson agreed to pass on the Committee's compliments to the areas with a history of no withdrawals.</p> <p style="text-align: right;"><b>ACTION: HA</b></p>
10/16	<p><b><u>College Performance Indicators 2014-15 (Paper E)</u></b></p> <p>D Killean presented the College Performance Indicators for 2014-15 together with a confidential table comparing the College's performance against the other colleges in Scotland and the national results.</p> <p>He advised that, while the College was still above the Scottish average it had not performed as well as the previous year across a range of measures. The College recognised that the transition year was a risk and would need to be managed through the course tutor role, ensuring better communication between the schools and college, working with Care Experienced students and recognising learning support needs for continuity.</p> <p>Success rates for students with a disability and those from deprived postcodes were also causing concern, as was the gender differential with female student success rates higher than male counterparts for both FE and HE.</p> <p>It was noted that the offering of places on courses for continuing students sometimes results in students being placed on courses which they find very stretching. H Anderson noted that there is a need to develop measurable criteria to ensure such students are correctly placed.</p> <p>The Committee noted the content of the report.</p>
11/16	<p><b><u>Draft Corporate Parenting Plan (Paper I)</u></b></p> <p>D Killean presented an early draft of the new Corporate Parenting Plan. He reported that the College previously contributed towards the NHS and Scottish Borders Council plans and has now decided to produce its own plan. The final version would go to the full Board for approval in June.</p> <p>Committee members were asked to feed back any comments on the draft to D Killean.</p> <p style="text-align: right;"><b>ACTION: All</b></p> <p>The College has received funding for mentors to be involved with Care Experienced young people from their final year in school.</p> <p>D Killean has asked Who Cares Scotland for guidance on the College's rights as Corporate Parents under the Data Protection Act. There was also further work to be carried out with SFC.</p> <p>D Killean confirmed that the Board would have ultimate responsibility for the plan and would be asked to monitor it. V Grant considered it would be useful to look at this plan against the wider structure and context in the area.</p> <p>T Jakimciw considered that the cooperation of the Social Work Department</p>

	<p>would be key; J Martin warned of the need for sensitivity as a good relationship did not always exist between the young person and Social worker. D Killean agreed this was an important point.</p>
12/16	<p><b><u>Special Measures to Support Performance Improvement</u></b></p> <p>H Anderson gave an oral update on the three programme areas which had Special Measures put in place to address low Performance Indicators the previous year, i.e. Art, Sport and NC Digital Media.</p> <p>She reported that all groups delivering BTEC awards have decided to consider alternative qualifications. Animal Care and Sport would change to SQA but there would be a transition period. The Art department was looking at SQA and UAL (which Edinburgh College use) but had not yet made a decision.</p> <p>Additional CPD has been arranged for staff, in particular those teaching NC Digital Media. This area was still causing concern due to staff shortages.</p> <p>Early indications for Sport were good, with online results much better than last year.</p> <p>The two part-time Art lecturers appeared to have a good understanding of the level of performance of individual students and were delivering multi-level teaching over a broad curriculum. They believed the previous year's results to be fair and the issue had been the timing of feedback from BTEC verifiers. D Killean considered that the service to the students has improved and staff's understanding of the qualifications has improved. However, some of the students were not operating at level 2 and therefore would not achieve the initially intended level of qualification.</p>
13/16	<p><b><u>Internal Review (standing item) (Paper F)</u></b></p> <p>D Killean and H Anderson presented the progress reports for Internal Reviews 1-3 of 2014-15.</p> <p><u>Internal Review 1 (How well do our student support services meet the needs of our students?)</u> Reasonable progress had been made however the outcome of the national review around student services was awaited before deciding whether to reshape the service.</p> <p><u>Internal Review 2 (How well do we recruit and induct our staff?)</u> Updates and amendments were being made to HR policies and procedures which would be presented to the Board in due course.</p> <p><u>Internal Review 3 (How effective is our approach to teaching and assessing BTEC Firsts and Nationals?)</u> The document showed the detail behind the Special Measures to Support Performance Improvement.</p>
14/16	<p><b><u>Developing Scotland's Young Workforce (standing item)</u></b></p> <p>H Anderson gave an oral update on progress.</p>

	<p>The College had received £75k in funding from SFC and appointed Joanne George in a secondment role until end July as Developing the Young Workforce Officer. An implementation plan was being produced in consultation with Steven Leitch, who has been appointed in a similar role by Scottish Borders Council.</p> <p>The College had submitted a bid to Skills Development Scotland to deliver the Foundation Apprenticeship programme in Social Services and Healthcare. Although confirmation has not yet been received, marketing material has been provided by SDS. The College has also agreed to pilot a Foundation Apprenticeship in Business Skills.</p> <p>J George was a member of a Work Experience Standards Group which has been set up for the college sector. She would be a voice for the rural areas.</p> <p>Scottish Borders Council has set up a DYW Group consisting of deputy heads or pastoral support teachers from each secondary school. The group has met three times and outcomes have been shared with the College. Much of the focus was on work experience and H Anderson and J George have asked to attend the meetings in order to share expertise.</p> <p>Foundation Apprenticeship programmes have been included in the Schools Academies brochure but will be marketed separately.</p>
15/16	<p><b><u>Quarterly Complaints and Compliments Report (Paper G)</u></b></p> <p>D Killean presented the Complaints and Compliments report from July to the present date, which consisted of 11 Level 1 complaints, 1 Level 2 complaint and 8 compliments, and was similar to the previous year. He explained that the Level 2 complaint was an issue from the previous year which had led to Special Measures being implemented.</p> <p>I Ireland queried the ongoing Level 1 complaint noting that it appeared to be taking a long time to follow up. This would be investigated.</p> <p style="text-align: right;"><b>ACTION: D Killean</b></p>
16/16	<p><b><u>Learning for Leading Reports (Paper H)</u></b></p> <p>V Grant presented a report of her visit to the Rural Industries department on 23 November 2015.</p> <p>She reported that she had recently revisited the department and found that staff morale had lifted considerably due to the measures being taken to address issues around IT and lack of space.</p>
17/16	<p><b><u>Equality and Diversity (standing item)</u></b></p> <p>D Killean reported that SFC had taken the view that Care Experienced young people should be treated as having a 'protected characteristic' and also that the College was now signing up to the Care Leavers Covenant.</p>



# A

## Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 3 March 2016  
Location: The Board Room, Scottish Borders Campus

### Actions

Item	Action	Responsibility and Date
71/15	Investigate if Business students were still experiencing problems with hardware	B Jamieson
07/16	Revisit offering higher salary with conditions with HR Manager and bring back to the Committee if necessary	H Anderson
08/16	Operation of the Trust to be reviewed at the next meeting - look out the original papers	H Anderson
09/16	Contact SFC to request a change of categories in reporting reasons for leaving	D Killean
	Contact D Manson to request a copy of the matrix n produced by the schools to identify and mentor students at risk	D Killean
	Pass on the Committee's compliments to the areas with no withdrawals.	H Anderson
11/16	Feedback any comments on the draft Corporate Parenting plan to D Killean	All
15/16	Investigate ongoing Level 1 complaint	D Killean