

Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 2 June 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) Kevin Armstrong (BCSA President-Elect) Sheila McColm (Secretary)
20/16	<u>Chair's Opening Remarks</u> I Ireland welcomed everyone to the meeting. He extended a particular welcome to Kevin Armstrong, the BCSA President-elect who would replace B Jamieson on the Committee in the new academic year.
21/16	<u>Apologies for Absence</u> Apologies for absence were received from Andy Winwood.
22/16	<u>Minutes of meeting held on 3 March 2016 (Paper A)</u> The minutes of the meeting held on Thursday 3 March 2016 were agreed as a true and accurate record.
23/16	<u>Matters Arising</u>
71/15	B Jamieson reported that the Business students were now in a different classroom and he had received no further complaints regarding hardware.
07/16	H Anderson had discussed the suggestion to offer higher salary or other incentives with conditions with the HR Manager and had been advised this was not possible due to National Bargaining. Allocation of expenses could, however be used to attract applicants. She advised that the original issue had been resolved and a new Computing lecturer had been appointed.
08/16	Operation of the Trust was on the agenda.

<p>09/16</p> <p>15/16</p>	<p>D Killean had followed up the request for a change to the “personal reasons” category as a reason for withdrawal. He had discovered that the categories had been implemented by the College and not SFC and had formed a small working group to review.</p> <p>D Killean had arranged a meeting with the Education Psychology service to find out how they are operating with regard to identifying and monitoring students at risk.</p> <p>The ongoing Level 1 complaint would be discussed later in the agenda.</p> <p>All remaining actions were complete.</p>
<p>24/16</p>	<p><u>Declaration of any Conflicts of Interest</u></p> <p>There were no declarations of any Conflicts of Interest.</p>
<p>25/16</p>	<p><u>Presentation on Professional Training and Development of Lecturing Staff</u></p> <p>It has been necessary to postpone this item to a later date.</p>
<p>26/16</p>	<p><u>Risk Register (Paper B)</u></p> <p>The Committee considered the Risk Register which had been amended by the Audit Committee at its meeting on 19 May 2016. Risk 8b had been reduced to recognise the reduced impact of industrial action following the agreed pay settlement.</p> <p>Committee members were under the impression that this risk should retain its high level. D Killean and H Anderson would discuss with P Smith.</p> <p style="text-align: right;">ACTION: DK/HA</p>
<p>27/16</p>	<p><u>Trust Funding Applications (Paper C)</u></p> <p>I Ireland thanked H Anderson for providing the report which included an explanation of the background of the Trust Funds. This document would be useful for any new Committee members in the future.</p> <p>H Anderson considered that, due to the current negligible interest rates, this was a good opportunity for the Committee to reconsider the previous decisions made regarding the operation of the Trust. She also advised that any bursary of fee requests should be considered at the meeting in May or June rather than October, for students starting in August.</p> <p>The following points were clarified:</p> <ul style="list-style-type: none"> • The original George Heron Wilson bequest investment was £3k, which had increased to over £20k through interest generation over a number of years. This fund was to be expended for the benefit of the College. • The Robert Noble Trust was for prizes for students connected with the trades of Hawick, which this Committee had decided should be Construction. • Very few prizes are given out across other faculties. Art students

	<p>receive a monetary donation from Hawick Art Club and Hairdressing students receive a donation of products from Salon Services. The Construction faculty uses the donation from the Trust to award individual plaques and tools.</p> <ul style="list-style-type: none"> • Requests were only made to the George Heron Wilson fund for fees when all other routes had been exhausted. <p>Following further discussion, the Committee agreed to reduce the capital sum to be retained in the George Heron Wilson fund from £20k to £15k. A total sum of £1k would be made available from the Trusts each year for fee/bursary applications in the first instance with any remaining funds used for prizes.</p> <p>D Killean and H Anderson would work with the student representatives to set parameters for applications to the Trust fund.</p> <p style="text-align: right;">ACTION: DK/HA</p>
28/16	<p><u>Annual Learner Satisfaction Survey (Paper D)</u></p> <p>D Killean presented the results of the Annual Learner Satisfaction Survey for 2015-16. The survey had been altered this year to accommodate the National Student Satisfaction Survey. Some of the local questions had therefore been removed.</p> <p>Although overall satisfaction rates were high, there had been an increase in the number of questions where the satisfaction level was under the 87% threshold, i.e. from 20 in 2014-15 to 24 in 2015-16. The committee discussed the results of the survey in some detail. D Killean provided further detail on the areas below 87%:</p> <ul style="list-style-type: none"> • Where students considered they were not being treated fairly – this was generally around assessments. • Having difficulty applying for courses and student funding consistently fell below 87%. Further work was required to make this easier. • Students complain that the College does not find work placements for them; however it is considered part of employability skills to find a placement. <p>B Jamieson considered that the College could make this easier by supplying a list of companies that offer quality work experience. Some students have found that work they are given is not relevant to their courses. He also suggested awarding recognition to the best work places. The Committee agreed this was a good idea and asked him to discuss with Joanne George, Employer Engagement Officer.</p> <p style="text-align: right;">ACTION: BJ</p> <p>H Anderson reported that J George had created the Involve Newsletter and that the June edition was around work placements.</p> <ul style="list-style-type: none"> • Different interpretation of some of the questions around core skills may have resulted in the overall score level. • Being asked to provide feedback on lessons was under the 87% threshold. D Killean advised that staff were encouraged to seek feedback and a guide was provided in the Enhance booklet. There were also processes in place for evaluation of individual units and programmes. He considered that more opportunity should be given for students to provide feedback and advised that work was going on within faculties around this culture shift. B

	<p>Jamieson advised that students sometimes felt unable to challenge.</p> <ul style="list-style-type: none"> Students have indicated that complaints were not treated seriously. Committee members suggested amending the wording of the question. B Jamieson considered that many students were unaware of the College's formal complaints procedure. A re-launch would be considered. <p style="text-align: right;">ACTION: DK</p> <ul style="list-style-type: none"> There was an ongoing challenge around student representation at Faculty Council meetings. B Jamieson reported that further work was required by the Students' Association to provide feedback to students on items they had raised and when changes were made. The Committee was aware of the position around IT resources. The social space in the Union was currently being extended. The food service was different on each campus which has an impact on the overall result. B Jamieson reported that students with an income of £30 per week constantly complain about the cost of food. The wi-if is now more reliable than it was. <p>B Jamieson considered that the survey was too long and that students would start carefully but become hasty towards the end.</p> <p>D Killean reported that lecturers were encouraged to allow class time to complete the survey and around 60% of full-time students had completed it.</p> <p>Committee members noted concern at some of the reduced satisfaction levels. D Killean reported frustration over the long-term downward trend in some areas which the College has tried to address. He considered this could be due in part to higher expectations.</p> <p>T Jakimciw suggested putting together a focus group of students that had been at the College for some time to get a sense of which areas would most enhance their experience. D Killean agreed to work on this with K Armstrong and other members of BCSA.</p> <p style="text-align: right;">ACTION: DK/KA</p> <p>Similar numbers of students had indicated that that they had been badly treated across different areas such as sex and race. D Killean would look into whether these were the same people.</p> <p style="text-align: right;">ACTION: DK</p> <p>I Ireland congratulated the College on the high level of satisfaction around learning and teaching.</p>
29/16	<p><u>Learners' Destination Report (Paper E)</u></p> <p>D Killean presented the Learners' Destination Survey 2014-15.</p> <p>Further study was the main destination, in particular for FE students. The second most common positive destination was employment, with the majority of these students finding full-time employment.</p> <p>The Committee agreed that the high number of positive destinations was very encouraging.</p>
30/16	<p><u>Education Scotland Annual Engagement Visit Update</u></p> <p>D Killean and H Anderson gave a oral update on the draft report of the</p>

	<p>Education Scotland Annual Engagement Visit on 24 May and advised that John Laird, HMI would present the report to the Regional Board on 23 June.</p> <p>The report was positive with only a few points of guidance. H Anderson summarised the highlights.</p> <p>D Killean clarified that Annual Engagement Visit reports were used to inform external review. They were not published and comparison with other colleges was not provided.</p> <p>The Committee congratulated the College on the positive report.</p>
31/16	<p><u>Curriculum and Quality Committee Terms of Reference (Paper F)</u></p> <p>The Terms of Reference had been updated to include approval of the Annual Quality Report and the Outcome Agreement Self-Evaluation as delegated by the Board.</p> <p>T Jakimciw enquired whether the Curriculum and Quality Committee would have responsibility for monitoring the Corporate Parenting Plan. D Killean reported that the Plan would be signed off by the Board on 23 June and he would seek the view of members.</p> <p style="text-align: right;">ACTION: DK</p>
32/16	<p><u>Annual Approvals Report (Paper G)</u></p> <p>D Killean reported that the NC in Electrical Engineering had been approved since the paper had been circulated. There were still several Approval Panels to be held.</p>
33/16	<p><u>Internal Review (standing item) (Paper H)</u></p> <p>D Killean and H Anderson presented the progress reports for Internal Reviews 1-3 of 2014-15 and provided a brief overview of each.</p> <p><u>Internal Review 1 (How well do our student support services meet the needs of our students?)</u></p> <p>This had been a very thorough review, involving the managers of the different support areas. D Killean reported that a series of meetings was underway with the ELS team to discuss the main points from the review and to address the points of concern raised by the team from both this and the national review.</p> <p>In relation to Recommendation 1, B Jamieson considered that feedback from students would never be positive due to the amount of work and effort required in completing the bursary application.</p> <p>With regard to Recommendation 10, D Killean considered the increase in referrals of students with mental health issues was mirrored in society as a whole. He clarified that the service offered by the College was through a single person offering a confidential counselling service and a 'first aid' service. T Jakimciw noted that student support services persistently had the greatest dissatisfaction levels. Action must be taken and the Board should support management to resolve the issues.</p>

	<p><u>Internal Review 2 (How well do we recruit and induct our staff?)</u> Several of the HR policies and procedures were being rewritten and 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> This review had been superseded by Special Measures to Support Performance Improvement which was applied to the BTEC Art & Design programme.</p>
34/16	<p><u>Special Measures for Performance Improvement Action Plans (Paper I)</u></p> <p>H Anderson and D Killean presented the Special Measures for Performance Improvement action plans:</p> <p><u>BTEC First: Art & Design</u> This was a small area of the curriculum with only two part-time staff members, who, throughout this year had tried to gain a more thorough understanding of the qualifications for themselves and the students. Good feedback had been received from the Standards Verifier. There was a range of abilities on the course and information of numbers continuing to Art College would be received in due course.</p> <p><u>NC Digital Media</u> There had been continuing difficulties in this area due to staffing issues; however additional resource had been allocated and a recent EV visit had been successful.</p> <p>B Jamieson reported from the Faculty Council that, although the students understood these issues, there was a sense of frustration their achievement might be damaged by the problems during the year.</p> <p>H Anderson advised that the College would ensure NC students were not be penalised and would reduce the entry requirements for the HNC if necessary.</p> <p>The underlying issue in both these areas was that staff had not fully understood the programmes. Special Measures had therefore been applied to address the lack of ownership.</p> <p><u>Level 1-2 Sport</u> There were similar issues to the Art programme around the length of time for results of online assessments impacting on re-sits. D Killean advised that there was an great amount of complexity around these BTEC qualifications. Three programmes had already been changed to SQA; however it would take several years to change all Sport programmes. Results were expected to be much better than the previous year.</p>
35/16	<p><u>Developing Scotland's Young Workforce (standing item)</u></p> <p>H Anderson gave an oral update on progress.</p> <p>The DYW Action Plan had been created. The DYW Industry Group was now closer to being set up. This group had to</p>

	<p>be industry led, therefore Nick Bannerman of Johnston's of Elgin had taken over the lead from SBC.</p> <p>The College had been successful in its bid to SDS to deliver Foundation Apprenticeship programmes in Social and Healthcare and in Business. They were 2-year programmes, targeting 5th year school pupils. However, there had only been 6 applications for Social and Healthcare, 3 of which were from 6th year pupils. H Anderson advised that it could be possible for them to progress to a Modern Apprenticeship after the first year. The College was piloting the Foundation Apprenticeships and would therefore run the course with this low number. The committee noted the low numbers and makeup of the applications for the course, and agreed that this must be borne in mind when considering success rates in future.</p> <p>Because of the late timing of the bidding process by SDS there had been no applications to the Business course. However, marketing of the programmes would continue.</p> <p>J Martin suggested advertising in the local newspapers around the time when exam results were expected, to target those seeking an alternative pathway.</p> <p style="text-align: right;">ACTION: HA</p> <p>H Anderson advised that the Foundation Apprenticeship should be one of the choices for the senior phase and it had not included been this year.</p>
36/16	<p><u>Quarterly Complaints and Compliments Report (Paper J)</u></p> <p>D Killean presented the Complaints and Compliments report from July 2015 to the present date.</p> <p>He explained that the ongoing Level 1 complaint had not been taken forward. The Level 2 complaint from the NC Digital Media students had been investigated over the summer period and was therefore logged this academic session. The second Level 2 complaint was anonymous; however a decision had been taken to continue with it and it had proven to be a useful exercise.</p>
37/16	<p><u>Curriculum Plan and Admissions Report</u></p> <p>H Anderson reported that the admissions target was 1450 and to date there had been 1310 offers made and interviews arranged, most of which had taken place. The enrolment target had been exceeded by 128.</p> <p>NC Electrical Engineering at NCQF 5 had been added as a new course.</p> <p>There had only been 9 applications to the Introduction to Business Administration and Information Management course. There was a possibility this could be cancelled and the students accommodated on a higher course. H Anderson was confident of meeting targets. D Killean reported that credit targets for this year had been achieved.</p>
38/16	<p><u>Report on Learning for Leading Scheme (Paper K)</u></p> <p>B Hood presented reports of visits by Committee members to the Sport, Care and Business programme areas. A further report was tabled from E Acaster's</p>

	<p>recent visit to the Hairdressing and Beauty area.</p> <p>J Martin reported that she had been involved in interview and presentation practice with Care students. She had found this very useful and had discovered the relevance of work placements, which some students had chosen more wisely than others. Feedback from the students had been positive. J Martin suggested that Board members could assist other areas in a similar way, which H Anderson agreed to discuss with staff.</p> <p style="text-align: right;">ACTION:HA</p> <p>I Ireland reported that 9 out of 11 Board members had visited their linked programme area. He clarified that two visits should be made during a Board member's first year and one annual visit thereafter.</p> <p>The committee requested that B Hood prepare a summary for the Board of the areas visited and any areas for action.</p> <p style="text-align: right;">ACTION: BH</p>
39/16	<p><u>Equality and Diversity (standing item)</u></p> <p><u>Corporate Parenting Plan</u> D Killean presented the latest draft of the Corporate Parenting Plan.</p> <p>He reported that he had been invited with C Nairn and J MacKenzie to present the plan to other organisations at a Who Cares? Scotland conference on 7 June.</p> <p>Committee members made the following suggestions which D Killean agreed to implement:</p> <p>1.1.5 – amend to <i>looked after</i> young people; 2.1.2 – replace <i>met</i> with <i>being addressed</i>;</p> <p style="text-align: right;">ACTION: DK</p> <p>With regard to 1.3.1 D Killean confirmed that data protection protocols were still in place and that permission was required from the school unless the student was in danger. A draft data sharing agreement had been presented to SBC and NHS and a second draft was now being created by SBC with use of its legal services.</p>
40/16	<p><u>Any Other Business</u></p> <p>There was no further business for discussion.</p>
41/16	<p><u>Date of Next Meeting</u></p> <p>The next meeting of the Curriculum & Quality Committee will be held at 4.30pm on Thursday 27 October 2016</p>

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

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Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 2 June 2016
Location: The Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
26/16	Committee members were under the impression that this risk 8b should retain its high level – D Killean and H Anderson would discuss with P Smith	D Killean/ H Anderson
27/16	Work with the student representatives to set parameters for applications to the Trust fund	D Killean/ H Anderson
28/16	Discuss idea to award recognition to the best work places with Joanne George	B Jamieson
	Consider re-launch of formal complaints procedure	D Killean
	Work on putting together focus group of students that had been at the College for some time to get a sense of which areas would most enhance their experience	D Killean/ K Armstrong
	Similar numbers of students had indicated that that they had been badly treated across different areas such as sex and race - look into whether these were the same people	D Killean
31/16	Seek view of Board whether Curriculum and Quality Committee would have responsibility for monitoring the Corporate Parenting Plan	D Killean – 23 June
35/16	Look at advertising Foundation Apprenticeships in the local newspapers around the time when exam results were expected	H Anderson
38/16	Discuss with staff if Board members could assist in a similar way J Martin had in Care with interview skills	H Anderson
	Prepare a summary for the Board of the areas visited and any areas for action	B Hood – 23 June
39/16	Make amendments to Corporate Parenting Plan	D Killean