

# A

## Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 27 October 2016

Location: Board Room, Scottish Borders Campus

### Minutes

ITEM	MINUTES
Present	Ian Ireland (Chair) Jane Martin Tony Jakimciw Andy Winwood
In Attendance	Heather Anderson David Killean Brian Hood (Clerk to the Board) Sheila McColm (Secretary)
42/16	<b><u>Chair's Opening Remarks</u></b>  I Ireland welcomed everyone to the meeting.
43/16	<b><u>Apologies for Absence</u></b>  Apologies for absence were received from Virginia Grant and Kevin Armstrong.
44/16	<b><u>Minutes of meeting held on 2 June 2016 (Paper A)</u></b>  The minutes of the meeting held on Thursday 2 June 2016 were agreed as a true and accurate record.
45/16	<b><u>Matters Arising</u></b>
09/16	D Killean confirmed that the reasons for withdrawal categories had been reviewed and amended.
27/16	D Killean advised that K Armstrong would bring ideas for applications to the Trust fund to the next meeting. The students would prefer smaller allocations to larger sums.
28/16	K Armstrong would be asked to take forward the action regarding work placement.  The Complaints procedure had not been formally re-launched; however explanatory leaflets were available and the system was being used.  D Killean and K Armstrong were looking at the student survey to consider

<p>31/16</p> <p>35/16</p> <p>38/16</p>	<p>which questions would have the greatest impact.</p> <p>D Killean confirmed that the students who had indicated they had been badly treated across different areas were not the same people.</p> <p>The Corporate Parenting Plan would be monitored by this Committee.</p> <p>H Anderson reported that SDS had advertised the Foundation Apprenticeships but no new applicants had come forth.</p> <p>H Anderson suggested that Board members contact J George to liaise with course tutors regarding assisting with interview skills and selection of work placements. She would raise this at the next Board meeting.</p> <p style="text-align: right;"><b>ACTION: HA</b></p> <p>All remaining actions were complete.</p>
<p>46/16</p>	<p><b><u>Declaration of any Conflicts of Interest</u></b></p> <p>There were no declarations of any Conflicts of Interest.</p>
<p>47/16</p>	<p><b><u>Risk Register (Paper B)</u></b></p> <p>The Committee considered the Risk Register which had been amended by the Regional Board at its meeting of 29 September 2016. Risk 7h had been added to recognise the risk should a replacement for the College Principal not be appointed timeously.</p> <p>T Jakimciw suggested that SMT consider the risks of not capitalising on the announcement regarding the Enterprise and Skills review. He advised that this would be discussed at the joint Board meeting with Dumfries and Galloway College on 1 November.</p> <p style="text-align: right;"><b>ACTION: DK/HA</b></p> <p>Further to this amendment the Committee approved the current status of risks.</p>
<p>48/16</p>	<p><b><u>Outcome Agreement Self-evaluation (Paper C)</u></b></p> <p>D Killean presented the Outcome Agreement Self-evaluation 2015-16 and advised that several amendments suggested by I Ireland had already been incorporated.</p> <p>He gave a brief overview of the bulleted points in the Executive Summary.</p> <ul style="list-style-type: none"> <li>• There had been a 9% growth in activity over the period of the agreement. The curriculum plan had been adjusted to deliver these credits.</li> <li>• Student funding had been underspent by £186k and this would be returned to the SFC. A similar pattern was expected for this year therefore ways optimising the use of the funds would be explored. D Killean explained that the entire area of student funding was under review, however significant changes were not expected until 2020.</li> <li>• The Care Experienced area was progressing well with services put in</li> </ul>

	<p>place and students identified. Protocols for data sharing had been drafted by SBC Social Work department.</p> <ul style="list-style-type: none"> <li>• HE students continued to achieve well; however the downward trend in FE learner success needed to be addressed.</li> <li>• Modern Apprenticeship numbers had not grown as quickly as anticipated.</li> </ul> <p>The report would be shared with CPP partners.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>3.3.2 - T Jakimciw considered that more emphasis should be put on the national trend in relation to targets for 16 – 24 year olds.</p> <p>5.1 – school <i>roles</i> to be amended to <i>rolls</i>.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>T Jakimciw also suggested looking at areas in the country where FT withdrawals had improved. H Anderson advised that data would be published in January and the College would look at it then.</p> <p>The Committee approved the document with the above changes incorporated. The updated document would be circulated to the Chair for approval before submitting to the Scottish Funding Council.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>T Jakimciw gave permission for his electronic signature to be used on the document.</p>
49/16	<p><b><u>Annual Quality Report 2015-16 (Paper D)</u></b></p> <p>D Killean presented the Annual Quality Report 2015-16. He explained that this report was no longer a requirement of SFC and had been produced for internal purposes only. This would be the final year of preparing the report in this way.</p> <p>Amendments would be made to 3.2.1 and a Faculty Programme Review for Construction, Engineering and Land-based would be added under 7.5.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>D Killean reported that the College HMI role was moving from John Laird to Janet Gardner. D Killean would work with J Gardner to embed the new quality processes, guidance of which would be published in December. He explained that the Annual Engagement Visit would no longer take place. Four-yearly reviews would be evidence based and involve external participation and scrutiny. There would be a new set of quality indicators with greater emphasis on governance, leadership and capacity to improve. There should also be a more analytical model for faculties to use for analysis of learning and teaching.</p> <p>D Killean would request a presentation to the Board from J Gardner and a more detailed presentation to the Curriculum and Quality Committee.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>Education Scotland had been allocated 20 working days to the College and D</p>

	<p>Killean was keen for some of these days to be allocated to learning and teaching. The current Enhance model did not give the level of scrutiny required for the new model.</p> <p>D Killean was now the College's only Associate Assessor, where there used to be four. His release had been requested for ten days this year, which presented a resource implication.</p> <p>T Jakimciw considered there could be potential for collaborative arrangements in this area, e.g. with Edinburgh College or Dumfries and Galloway College.</p> <p>The Committee approved the areas for internal review.</p>
<p><b>50/16</b></p>	<p><b><u>College Self-evaluation 2015-16 and Development Plan 2016-17 (Paper E)</u></b></p> <p>D Killean presented the annual College Self-evaluation 2015-16 and Development Plan 2016-17 which had been produced by SMT.</p> <p>H Anderson drew attention to the table on page 5 which summarised the College's KPI performance against meet or beat targets. The College was still performing well against the sector average with the exception of further withdrawal figures.</p> <p>There had been a significant impact on part-time HE courses due to high withdrawal rates for two of the four Queen Margaret Academy courses. Only two of these courses were being run this year. Although the College had no control over recruitment to these courses they could not be excluded from the KPIs.</p> <p>H Anderson confirmed that the schools' KPIs would only be affected by withdrawals from the Higher Psychology course.</p> <p>D Killean reported that the only outstanding action from the Development Plan 2015-16 was the student absence reporting system which was not yet operational.</p> <p>I Ireland enquired how regularly the MIS department provided attendance updates to the schools. H Anderson advised that weekly reports were provided and any 3-week non-attendances would be flagged up.</p> <p>T Jakimciw emphasised the importance of the College addressing the decline in the overall success rate for FE full-time students. It was agreed to raise the risk impact of Risk 5a to 4, therefore changing it to a red category in the Risk Register, with the wording "failure to reverse the decline in further withdrawal". <b>ACTION: DK/HA</b></p> <p>The Risk Register would be discussed further at the Board Development session on 17 November.</p>
<p><b>51/16</b></p>	<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></p> <p>T Jakimciw enquired as to the new approach to ELS (extended learning support). D Killean advised that he was content it would work. Issues were being addressed which had previously been difficult to address.</p> <p>H Anderson reported that the SQA audit had been positive. The main issue was around recruitment of staff to fill the new roles.</p> <p>A Winwood reported that classes were now running and lecturers were seeking learning support assistance which was not currently available.</p> <p>D Killean assured him that, with this new system there would be more hours allocated for learning support than before. He was confident that the model was correct but recruitment was taking longer than anticipated. The Learning Specialist role had been filled and interviews had taken place for the support roles. The action plan would take longer to put in place due to members of staff being new but he would provide an update at the meeting on 9 March 2017.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p><u>Internal Review 2 (How well do we recruit and induct our staff?)</u></p> <p>No discussion was required.</p> <p><u>Internal Review 3 (How effective is our approach to teaching and assessing BTEC Firsts and Nationals?)</u></p> <p>No discussion was required.</p>
52/16	<p><b><u>External Exam Report (NQ &amp; BTEC 2015-16) (Paper G)</u></b></p> <p>D Killean presented the External Exam Report for 2015-16.</p> <p>He advised that the poor success rates for Care, Psychology and Human Biology were being addressed, but students had not been stopped from progressing. This had been the first year of the change to new Nationals.</p> <p>H Anderson reported that results of the Computing Science Nationals 4 and 5 were very good, particularly as the class had been affected by a staff shortage for a period of time.</p> <p>Art and Design First was the only BTEC programme being run this year.</p>
53/16	<p><b><u>Student Performance (Paper H)</u></b></p> <p>H Anderson presented the report to inform the Committee of performance against targets for 2015-16.</p> <p>Courses for Concern were highlighted as were the most improved courses. Reasons why success rates were low and reasons for withdrawal were also provided. The greatest number of students had withdrawn to enter into</p>

	employment. Action plans had been put in place by the faculties to address areas of concern.
<b>54/16</b>	<p><b><u>Enrolment Report (Paper I)</u></b></p> <p>H Anderson presented the Enrolment Report for 2016-17. She reported that there had been no further enrolments since producing the paper but additional part-time courses were planned to ensure credit targets were met.</p>
<b>55/16</b>	<p><b><u>Student Discipline Report 2015-16 (Paper J)</u></b></p> <p>D Killean presented the Student Discipline Report for 2015-16. There was a vast reduction in the number of written warnings and no areas for concern.</p>
<b>56/16</b>	<p><b><u>Developing Scotland's Young Workforce</u></b></p> <p>H Anderson provided a verbal update on progress. She reported that the Employers and Industry Group had been allocated funding of £450k over a 3-year period. The group had appointed a Programme Manager who would take up post end November and would be line-managed by H Anderson. Programme Officer and Administrator posts would be advertised the following week. The College was hosting the funds and employing the staff members; however they would report to the Industry Group.</p> <p>The staff would be based in the Industry and premises were currently being sought. H Anderson considered this could be an opportunity to develop the Chamber of Commerce.</p> <p>The College has bid for the following three Foundation Apprenticeships:</p> <ul style="list-style-type: none"> <li>• Business Skills</li> <li>• Social Services and Health</li> <li>• Social Services and Young People</li> </ul> <p>H Anderson then showed the brief Pathways video the College had developed and which would be a building block for everything the College did around pathways. SDS and the schools had been provided with a copy for their use.</p>
<b>57/16</b>	<p><b><u>Quarterly Complaints and Compliments Report (Paper K)</u></b></p> <p>D Killean presented the Complaints and Compliments report from July 2016 to the present date. There had been 5 Level 1 complaints and no Level 2 complaints over this period.</p>
<b>58/16</b>	<p><b><u>Equality and Diversity (standing item)</u></b></p> <p>D Killean advised that equalities permeated within a number of the items discussed at the meeting.</p>
<b>59/16</b>	<p><b><u>Any Other Business</u></b></p> <p>T Jakimciw reported the recommendation that, in terms of good practice</p>

	meeting papers should be published with agendas on the website. SMT members were asked to reflect upon any items which should not be published. D Killean advised that details of complaints could not be published. He suggested adding an instruction to the Executive Summary as to whether or not accompanying papers could be published. <b>ACTION: DK/HA</b>
<b>60/16</b>	<b><u>Date of Next Meeting</u></b> The next meeting of the Curriculum & Quality Committee will be held at <b>4.30pm on Thursday 1 December 2016</b>

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

# A

## Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 27 October 2016  
Location: The Board Room, Scottish Borders Campus

### Actions

Item	Action	Responsibility and Date
27/16	Bring ideas for applications to the Trust fund to the next meeting	K Armstrong – 1 December
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
47/16	SMT to consider the risks of not capitalising on the announcement regarding the Enterprise and Skills review	D Killean/H Anderson
48/16	The Outcome Agreement Self-evaluation report would be shared with CPP partners	D Killean
	5.1 – school <i>roles</i> to be amended to <i>rolls</i> Updated document to be circulated to the Chair for approval before submitting to the SFC	D Killean
49/16	Annual Quality report - amendments would be made to 3.2.1 and a Faculty Programme Review for CEL would be added under 7.5	D Killean
	Request a presentation to the Board from J Gardner and a more detailed presentation to the CQC	D Killean
50/16	Raise the risk impact of Risk 5a to 4, changing it to a red category in the Risk Register, with the wording “failure to reverse the decline in further withdrawal”	D Killean/H Anderson
51/16	Provide an update on ELS at the meeting on 9 March 2017	D Killean
59/16	Add an instruction to the Executive Summary as to whether or not accompanying papers could be published	D Killean/H Anderson