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REGIONAL BOARD REPORT

Subject: Report from the Curriculum and Quality Committee	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: Ian Ireland	**Date:** 1 March 2018

Purpose:
To provide the Regional Board with draft minutes of the meeting held on 15 February 2018.

Linked to Strategic Goal 3: Provide a high quality College experience.

Executive Summary:

Draft minutes of the meeting held on 15 February 2018 are attached for information.

The meeting scheduled for 30 November 2017 was cancelled.

Recommendation:
To note the content.

Previous Committee Approvals:
n/a

For publication ☐	**For publication with redactions**	**Not for publication** ☐

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Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 15 February 2018

Location: Board Room, Scottish Borders Campus

Minutes

ITEM	MINUTES
Present In Attendance	Ian Ireland (Chair) Tony Jakimciw Angela Cox David Elder (Student member) Heather Anderson (VP Curriculum and Student Services) Janet Robertson (Director of Business Improvement and Performance) Clare Nairn (Head of Student Services) – until end item 08/18 James Ayling (Board Secretary) Sheila McColm (Minute Secretary)
01/18	**Chair's Opening Remarks** The Chair welcomed everyone to the meeting and apologised for changing the date. He welcomed J Robertson and D Elder to their first meeting and C Nairn who was attending for part of the meeting.
02/18	**Apologies for Absence** Apologies for absence were received from S Shinton, V Grant, P Hutchison, C Elliott and E Smith.
03/18	**Minutes of meeting held on 19 October 2017 (Paper A)** The minutes of the meeting held on Thursday 19 October 2017 were agreed as a true and accurate record.
04/18 47/17 57/17	**Matters Arising** The amended TOR had gone directly to the Board for approval in December. The Board Secretary proposed the addition of the following clause: 1.2 Chair: To be elected by the Regional Board. The TOR would be amended accordingly. **ACTION : JA** The Principal advised that a new admissions process was in place this academic year in terms of recruitment. It would be some time before the outcome could be measured. All remaining actions were complete.

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05/18	**Declaration of any Conflicts of Interest** T Jakimciw declared a possible conflict of Interest in relation to agenda item 08/18, due to his membership of the Robertson Trust Board. D Elder noted a possible conflict in relation to item 10/18 as he was currently studying on one of the courses for concern.
06/18	**Presentation – Recommendations from the Student Funding Report** The Committee received a presentation from the Head of Student Services on the work commissioned in late 2016 by the Scottish Government around student funding and resulting recommendations. The Principal noted that expectations around funding would need to be managed due to messages contained in the media coverage. The student representative raised the issue of continuing students being asked to provide the same information year on year which could result in a delay to their bursary award. The Head of Student Services advised that information would be retained where possible. The Chair thanked the Head of Student Services for her presentation.
07/18	**Trust Fund Applications (Paper B)** The VP Curriculum and Student Services presented a summary of the latest Trust Fund applications and resulting outcomes. She advised that a request had been received for a loan to enable a student to undertake a barbering course in Glasgow as an extension to his College programme. Following discussion, the Committee agreed in principle that loans could be provided; however further investigation of this request was required by management. **ACTION: HA**
08/18	**Corporate Parenting Progress (Paper C)** The VP Curriculum and Student Services presented the updated Corporate Parenting Action Plan, reporting that almost 83% of the actions had been completed. The format had been changed, with actions now at the forefront. The Head of Student Services drew attention to the caveat at the foot of page 6 which advised of inaccurate PI figures due to a number of incorrect disclosures. She reported that the correct number of care experienced students enrolled on FE full time programmes was just under 50 and there were 3 students on HE full time programmes. Updated figures would be provided for the Regional Board meeting on 8 March. **ACTION: CN/HA** The College's bid to the Robertson Trust had been successful and the mentor

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	programme was being funded for a further two years. There was capacity to increase the number of supported young people from 20 to 25. The College would need to work closely with the schools to endure the correct support was being provided to the young person. The programme was offered to care experienced pupils in S4 – S6 and on to progression. Those progressing to the College would be supported during their first year. Borders College has been invited to join the Robertson Trust at an Expo along with Forth Valley College and Fife College to feedback to the sector on their experiences with the BYT programme. The Chair of the Regional Board congratulated the team on the successful bid and noted thanks to the Robertson Trust. The Head of Student Services left the meeting.
09/18	**<u>Risk Register (Paper D)</u>** The Regional Board would be asked to consider an increase to the level of risk around Regional Improvement Collaboratives. **ACTION: HA**
10/18	**<u>Courses for Concern and Praise – Early Withdrawals (Paper E)</u>** The Committee received the report of early withdrawal rates from full time courses for 2017–18. The figure was slightly lower than the same period in 2015-16, however the committee expressed disappointment that the improvement was not as great as expected. Fewer students had left College this year for employment and there was concern around the increased number of withdrawals due to mental health reasons. The Chair of the Regional Board suggested seeking mental health support from the Robertson Trust. The VP Curriculum and Student Service agree to contact Gordon Hunt. **ACTION: HA** Five actions had been identified to improve early withdrawal figures and were included in the report. The courses identified for praise were listed in Appendix B of the report.
11/18	**<u>College PI's (Paper F)</u>** The VP Curriculum and Student Services presented an update on current Performance Indicators. The focus was now on further withdrawal and partial success, with an aim to achieving the best possible learner success rates. The FE full-time figures continued to cause concern. Recruitment figures for 2018 -19 were around 100 higher than the same time the last year. A comparison to the previous year's figures would be added to future reports where possible. This would also apply to retention figures.

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	Snapshots of key data would be taken each month in order to measure progress the following year. **ACTION: HA** The student representative reported that the Level 5 Business Administration programme had started with 24 students and was now down to 15 students. Sector average data had not yet been published for 2016-17 therefore 2015-16 figures were still being used for comparison. Updated figures should be available for the Regional Board meeting on 8 March.
12/18	**<u>Internal Review Progress (standing item) (Paper G)</u>** The Committee received progress reports from Internal Reviews 2 and 3 of 2016-17. No Internal Reviews had been undertaken this year due to the new Quality Assurance system. The student representative raised an issue pertaining to Internal Review 2 around work placement. He said that a lack of communication between the work placement officer and the course tutor had resulted in paperwork not being organised for students that had found their own placements. This would be investigated. **ACTION: HA**
13/18	**<u>Developing Scotland's Young Workforce Update (standing item)</u>** The VP Curriculum and Student Services reported that planning had commenced for the following year and provided a brief verbal update: • The offer for schools was growing with National 5 Health & Social Care, Introduction to Hospitality and Events Management being offered. • The three Foundation Apprenticeships were being offered again but it was still proving difficult to attract applicants. • The Chair of the DYW Industry Group attended the Borders Learning and Skills Partnership which was chaired by the Principal. The VP Curriculum and Student Services attended both groups. • The DYW project was being extended from 2019 to 2021 by the Scottish Government. Funding had not yet been awarded.
14/18	**<u>Regional Improvement Groups</u>** The VP Curriculum and Student Services reported that six Regional Improvement Collaboratives had been established with an aim to improve attainment in schools. This initiative was owned by the schools and there had been no involvement by the College.
15/18	**<u>Quarterly Complaints and Compliments (Paper H)</u>** The Director of Business Improvement and Performance presented the log of complaints and complaints from July 2017 to the present date. The Chair noted concern that both Level 2 complaints were related to the same programme area. The VP Curriculum and Student Services reported that a different lecturer was now teaching this course.

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	The student representative reported that the complaint regarding the disabled access door being locked by facilities staff to address heating issues for Reception staff had been raised at every faculty council meeting. Students considered this to be discrimination against disabled students, The Director of Business Improvement and Performance advised that this had now been addressed, with staff reminded that not all disabilities were visible and it was unacceptable to lock the door. The heating issue had also been resolved.
16/18	**<u>Leading for Learning (Paper I)</u>** The Chair presented several reports of visits by Board members to their linked programme areas at the end of 2017, which included areas to be brought to the attention of College management. Board members would be reminded to make Faculty Heads aware of any such issues. **ACTION: TJ** The student representative reported that students attending College from 9.00 am until 9.00 pm on a Tuesday were unable to get hot food after 2.00 pm and requests for a microwave had been rejected. The Principal advised that hot drinks were available from Reception and from vending machines and the installation of soup and sandwich vending machines was being considered. A summary of learning points from Learning for Leading visits would be produced at the end of the year. **ACTION: JA**
17/18	**<u>Equality and Diversity (standing item)</u>** The Principal reported that she had attended a very interesting staff training session on unconscious bias the previous day.
18/18	**<u>Any Other Business</u>** All papers could be published on the College website with the exception of the complaints data.
19/18	**<u>Date of Next Meeting</u>** The next meeting of the Curriculum & Quality Committee will be held at **4.30pm on Thursday 31 May 2018.**

Signed…… Signed……
Chairman Secretary

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Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 15 February 2018
Location: The Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
47/17	Make amendment to TOR	J Ayling
07/18	Further investigate the request for a loan from the Trust fund	H Anderson
08/18	Updated figures re Corporate Parenting would be provided for the Regional Board meeting on 8 March	H Anderson/C Nairn
09/18	The Regional Board would be asked to consider an increase to the level of risk around Regional Improvement Collaboratives.	H Anderson
10/18	Contact Gordon Hunt to seek mental health support from the Robertson Trust	H Anderson
11/18	A comparison to the previous year's figures would be added to future reports where possible. This would also apply to retention figures.	H Anderson
12/18	A lack of communication reported between the work placement officer and the course tutor would be investigated	H Anderson
16/18	Board members would be reminded to make Faculty Heads aware of any L4L issues	T Jakimciw
	A summary of learning points from Learning for Leading visits would be produced at the end of the year	J Ayling

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