A

Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 18 October 2018

Location: Board Room, Scottish Borders Campus

<u>Minutes</u>

ITEM	MINUTES
Present	Ian Ireland (Chair) Tony Jakimciw Virginia Grant David Johnson David Elder (Student member)
In Attendance	Heather Anderson (VP Curriculum and Student Services) Janet Robertson (Director of Business Improvement and Performance) James Ayling (Board Secretary) Sheila McColm (Minute Secretary)
38/18	**<u>Chair's Opening Remarks</u>** The Chair welcomed everyone to the meeting. He extended a particular welcome to David Johnson, who was attending the meeting for the first time. The Chair advised that Paula Hutchison, the academic staff member had resigned from the Board and was therefore no longer a member of this Committee.
39/18	**<u>Apologies for Absence</u>** Apologies for absence were received from Angela Cox and Sara Shinton.
40/18	**<u>Minutes of meeting held on 31 May 2018 (Paper A)</u>** The minutes of the meeting held on Thursday 31 May 2018 were agreed as a true and accurate record.
41/18	**<u>Matters Arising</u>**
10/18	The VP Curriculum and Student Services advised that the Robertson Trust did not support mental health; however alternative sources of funding had been found. Mental health units were being added into some of the programmes, with a January start programme being piloted. The aim was to raise awareness of causes of mental health issues, e.g. social media and to teach coping mechanisms. The student member advised that the dangers of social media was being covered in Core Skills classes at levels 4, 5 and 6.
25/18	The Aspire Fund process had been reviewed and criteria updated to be more specific.

26/18	The risk of student retention on outcome and success would not be added to the Risk Register at this time.
28/18	National Learner Satisfaction data was not yet available. The action around communication of feedback to students was ongoing. Procedures for appeals would be displayed on posters around the campus at appropriate times.
29/18	The VP Curriculum and Student Services confirmed that absent students were contacted immediately throughout the year by the Achievement Coaches.
31/18	Moodle content had been redesigned and a baseline created to better measure e-assessment usage throughout the year. The action for national data to be collected from JISC as a comparison tool was ongoing.
35/18	Strategic targets had been revisited in line with SFC targets and posted on the College website. This document would accompany the Outcome Agreement to the Regional Board. **ACTION: HA/JR** All remaining actions were complete.
42/18	**Declaration of any Conflicts of Interest** The student member declared a conflict of interest relating to item 53/18.
43/18	**New Structure and Job Roles** The VP Curriculum and Student Services circulated an organisational chart and a sheet providing detail of the three portfolio areas. She explained that there were now three Assistant Principals, each with responsibility for one of the three portfolio areas. Each portfolio consisted of three programme areas, all of which were led by a Curriculum and Learning Manager (CLM). The three Assistant Principals also had cross-college responsibility for the following areas: Portfolio 1 (Jayne Gracie) - Safeguarding and Student Discipline Portfolio 2 (Davie Lowe) - Sustainability, STEM Portfolio 3 (Lynne Gilchrist) - Articulation, Enterprise & Employability The CLM role was a significant change from the previous Programme Leader role as there was no teaching involved. Of the nine new CLM appointments, four were existing Programme Leaders, one was a lecturer, one a support staff member and three were external appointments (two from other colleges).

	Management capacity had been one of the main drivers for the new structure and the VP Curriculum and Student Services reported that the benefits were being reaped already.
	A CPD programme was in place, with CLMs being developed to use technology, drive forward aspects of the curriculum and receive training on timetabling. Timetables would change from paper to electronic format, feeding into calendars and mobile phones.
	Two Learning and Teaching Enhancement Specialists were also in place, non-specific to any programme area. These were dedicated promoted lecturer roles involving a teaching commitment and responsibility for lesson observations, due to commence the following week.
	Further information on lesson observations would be provided at the next meeting. **ACTION: JR**
44/18	**<u>Annual Report of the Curriculum and Quality Committee to the Regional Board (Paper B)</u>** The Committee approved the draft annual report for the period December 2017 – July 2018. In future, the reporting period would change to 1 August – 31 July in line with the other Board committees.
45/18	**<u>Draft Evaluative Report 2017-18 and Enhancement Plan 2018-19 (Paper C)</u>** The Director of Business Performance and Improvement presented the Evaluative Report for 2017-18 and the Enhancement Plan 2018-19 which had been produced in the format specified by Education Scotland and the SFC. She explained that the gradings would be published this year. The College HMI had concurred with the grades awarded by the College and would be in College the following week for scrutiny of evidence. The six grades range from excellent down to unsatisfactory, which would be shared with the Committee. **ACTION: JR** The Evaluative Report was high level and would be used as a working document. The College Self-evaluation report was a much more detailed document and included all the departmental self-evaluations. The following amendment was noted on page 3: Final paragraph, final sentence – change to *positive* correlation Several typos had also been marked up for correction. **ACTION: JR** Committee members considered this to be a robust report and agreed to recommend its approval to the Regional Board prior to the final endorsement by Education Scotland and the SFC.

46/18	**Trust Fund Applications** There were no applications at this stage.
47/18	**Risk Register (Paper D)** The VP Curriculum and Student Services presented the Strategic Risk Register and summarised the changes made by the Executive Team on 1 October. No further changes were suggested by the Committee.
48/18	**Corporate Parenting Update (Paper E)** The Corporate Parenting Progress update was presented. Good progress had been made against the action plan with the exception of an action to create a system within Unit-e to alert lecturers of looked after and care leaver students. Although the information was held in the system a report was unavailable and a software developer would be required to resolve the issue. The Committee noted the ongoing issue regarding management information systems which was fundamental to College progress. The Director of Business Performance and Improvement advised that she was aware of and was working to address the MIS issues. There had been difficulties due to staff illness and a change in ISLT manager. The services of a developer had been secured on a temporary basis and the number of days allocated to the external developer had been increased this year. The external developer would be in College the following week to work on issues with the admissions process and equalities. The Committee would monitor this area. The next Corporate Parenting Plan would be aligned to that of Scottish Borders Council and a draft would be presented at the next meeting. **ACTION: HA**
49/18	**Enrolment Report (Paper F)** The VP Curriculum and Student Services presented the enrolment figures at 8 October 2018. Both FE full time and HE full time enrolments were below the predicted target. The total number of students enrolled was 1213, which was 56 below target. An additional 500 credits had been awarded and targets were difficult to achieve. HN recruitment targets had been increased and FE decreased in line with the demographic changes within the Borders region. The College's curriculum strategy was to grow the HN and apprenticeship offer. The three courses significantly below their recruitment target were Higher Care, NC Gamekeeping and Introduction to Agriculture. Two Higher Care

	groups had therefore been combined into one, HNC Gamekeeping was running but not the NC, and SVQ Agriculture and NC Agriculture were running but not Introduction to Agriculture.

The curriculum plan has been amended to address the shortfall in credits, with an additional 1400 achieved through a range of activities including more part-time activity and a full-time January start course for winter leavers, based on the John Muir award.

There was discussion around the Gamekeeping shortfall. It was noted that the slight increase in apprenticeship numbers could have affected the NC course this year, and in future it may be necessary to alternate the NC and HNC programmes to provide a progression route.

There had been a demographic change with the Government's focus now on part-time activity. The difficulty in promoting part-time courses was noted, although this may be alleviated somewhat with the new CLM role. |
| **50/18** | **External Exam Report (Paper G)**

The SQA and BTEC external exam results for 2017-18 were received.

It was difficult to assess trends against national attainment rates due to the small number of students, information of which would be included in future reports.

ACTION: JR

The significant improvement in Higher Human Biology results was noted and welcomed by the Committee. |
| **51/18** | **Student Performance (Paper H)**

The VP Curriculum and Student Services presented the Courses for Concern and Celebration 2017-18 and the KPI Analysis Report which provided detail of student success in comparison to College targets and sector average.

Learner success rates in FE full time and HE full time had improved on the previous year. The part time figures could still change.

The top 10 performing full time courses were listed, 7 of which had 100% success rates. All full time courses with learner success of 60% or less were listed and a multi-faceted approach was being taken to improve the 10 lowest performing courses.

The high number of withdrawals for personal and domestic reasons was noted, and would be monitored. It was hoped that the increased support and awareness around mental health would ease this.

The Student member reported that the final figure for withdrawals for mental health reasons was 14%. Student Services and the Students' Association was working to bring this number down.

Board members enquired if any of the lowest performing courses had been in the previous year's list. The only one was National 4 Care and this had |

	improved slightly. NC Digital Media, which had been on the list two years ago was being supported and would be targeted early for lesson observations.
52/18	**Annual Student Discipline Report (Paper I)** The Student Discipline report 2017-18 was presented for information. The reduction in written warnings from previous years was noted.
53/18	**Annual Complaints Handling Report 2017-18 (Paper J)** The Student member left the room for discussion of this item. The Director of Business Improvement and Performance presented the Annual Complaints Handling Report 2017-18. The number of reported complaints was relatively low; some under-reporting was suspected and this was being addressed. It was noted that a number of complaints had not been resolved within the target timescale of 5 days for Level 1 and 20 days for Level 2; however the creation of the CLM role should help speed up the process. Complaints would be a topic of discussion at one of the CLM training sessions. The report would be presented to the full Board before being published on the College website.
54/18	**Quarterly Complaints and Compliments Report (Paper K)** The Director of Business Improvement and Performance presented a report of complaints from July 2018 to the present date. There were three Level 1 complaints, all of which had been resolved and did not require any further action from the College. In future, issues would be followed up where wider action was required.
55/18	**Developing the Young Workforce Update (standing item)** The VP Curriculum and Student Services provided a verbal update on DYW, reporting that Sara Ward had replaced Andrea Hall as Project Manager and Mark Forsyth from Tri-Fitness had been appointed as Project Officer. The DYW Project Manager was now attending monthly CLM meetings and the CLM for Essential Skills and Transitions was the liaison point for DYW within the College. There was concern within the DYW Industry Group over sustainability. Further funding from the Scottish Government had not been confirmed in writing therefore alternative funding sources were being considered. Recruitment to Foundation Apprenticeships had been unsuccessful and the programmes were being replaced with Accountancy, Civil Engineering and Food and Drink in future years. The College was in discussion with two universities over Graduate Apprenticeships; Heriot-Watt for work-based assessed business admin and Napier for the engineering route.

56/18	**Leading for Learning (Paper L)** An updated Learning for Leading table was presented, linking Board members to programme areas and providing contact details of lead personnel. The Committee also received a report of a Board member's visit to the Creative and Digital Industries programme area on 25 May 2018. Clarification was sought from College management on bullet points 2 and 3 of the report. **ACTION: HA** The process would be amended to ensure that the appropriate Assistant Principal received a copy of Learning for Leading reports immediately following visits. **ACTION: JA**
57/18	**Equality and Diversity (standing item) (Paper M)** A progress report on the Access and Inclusion Strategy was presented for information. Terminology would be added for the abbreviations used in the document. **ACTION: HA** Any areas of concern would be noted in the summary. **ACTION: HA**
58/18	**Paper for Publication** All papers would be published on the College website with the exception of the following: • Draft Evaluative Report 2017-18 and Enhancement Plan 2018-19 (C) • Annual Report of CQC to Board (B) • Supporting information for Annual Complaints (J) and Quarterly Complaints (K)
59/18	**Any Other Business** The request from the BCSA President to attend CQC meetings as an observer was agreed by the Committee. The Chair of the Regional Board agreed to provide the update from the CQC to Board on 25 October in the absence of the Chair.
60/18	**Date of Next Meeting** The next meeting of the Curriculum & Quality Committee will be held at **4.30pm on Thursday 21 February 2019.**

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

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Actions

Item	Action	Responsibility and Date
28/18	Provide an update on Learner Satisfaction against national data	J Robertson – next meeting
	Feedback to be sought from BCSA on how best to communicate the feedback to students	BCSA - ongoing
31/18	The Head of ISLT would be asked to collect national data from JISC to use as a comparison tool re technology enhanced learning	A Cox
35/18	Strategic targets had been revisited in line with SFC targets and posted on the College website. This document would accompany the Outcome Agreement to the Regional Board.	H Anderson/ J Robertson
43/18	Further information on lesson observations would be provided at the next meeting.	J Robertson
45/18	There were six grades ranging from excellent down to satisfactory, which would be shared with the Committee.	J Robertson
	Make amendment to page 3 and correct typos	J Robertson
48/18	The next Corporate Parenting Plan would be aligned to that of Scottish Borders Council and a draft would be presented at the next meeting.	H Anderson
50/18	Include numbers of students in future External Exam reports	J Robertson
56/18	Clarification was sought from College management on bullet points 2 and 3 of the L4L report.	H Anderson
	The process would be amended to ensure that the appropriate Assistant Principal received a copy of Learning for Leading reports prior to this Committee.	J Ayling
57/18	Terminology would be added for the abbreviations used in the Access & Inclusion Strategy

Any areas of concern would be noted in the summary | H Anderson |