

Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 21 February 2019

Location: Board Room, Scottish Borders Campus

Minutes

ITEM	MINUTES
Present	<p>Ian Ireland (Chair) Tony Jakimciw Angela Cox Virginia Grant David Johnson Dave Black (Academic staff member) David Elder (Student member)</p>
In Attendance	<p>Heather Anderson (VP Curriculum and Student Services) James Ayling (Board Secretary) Sheila McColm (Minute Secretary) Janet Campbell (Education Scotland)</p>
01/19	<p><u>Chair's Opening Remarks</u></p> <p>The Chair welcomed everyone to the meeting. He extended a particular welcome to Dave Black, the new academic staff member and to Janet Campbell of Education Scotland.</p> <p>The Chair advised that was his final meeting as a Board member. He thanked members for their contribution and extended particular thanks to the VP Curriculum and the Principal's PA for all their support during his long term as a Board member.</p> <p>The student member thanked the Chair on behalf of the Students' Association for the help and support he had provided to student members over the years.</p>
02/19	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Sara Shinton and Janet Robertson.</p>
03/19	<p><u>Minutes of meeting held on 18 October 2018 (Paper A)</u></p> <p>The minutes of the meeting held on Thursday 18 October 2018 were agreed as a true and accurate record.</p>
04/19 28/18	<p><u>Matters Arising</u></p> <p>An update on Learner Satisfaction against national data would be included in the feedback from the next Annual Learner Satisfaction Survey.</p> <p>The Students' Association was working with SLT to try to increase the number of students completing the 2018-19 survey. The low return rate was a</p>

<p>31/18</p> <p>35/18</p> <p>43/18</p> <p>45/18</p> <p>48/18</p> <p>50/18</p> <p>56/18</p> <p>57/18</p>	<p>national issue.</p> <p>Although the College was more proactively engaged with JISC a comparison tool was not yet available. The action would be carried forward.</p> <p>Strategic targets had been aligned more to the Outcome Agreement and had been posted on the website.</p> <p>Lesson Observations was on the agenda.</p> <p>A note of the six Education Scotland grades was included in the papers.</p> <p>The Corporate Parenting Plan was on the agenda.</p> <p>Numbers of students would be included in future External Exam reports.</p> <p>The Learning for Leading points had been actioned.</p> <p>Terminology would be added for the abbreviations in the Access & Inclusion Strategy next time it was presented to the Committee.</p> <p>All remaining actions were complete.</p>
<p>05/19</p>	<p><u>Declaration of any Conflicts of Interest / Register of Interests</u></p> <p>Dave Black noted his position as a lecturer in the College and also noted that his wife was currently employed with Scottish Borders Council and that she may deal with contracts relating to the College from time to time.</p> <p>There were no declarations of any conflicts of interest.</p>
<p>06/19</p>	<p><u>Presentation – Update from Education Scotland</u></p> <p>The College HMI gave a presentation on Education Scotland’s quality arrangements for 2019 and an update on the endorsement process.</p> <p>Of the 27 colleges in Scotland, only 12 colleges, including Borders College had completed the process first time with no adjustments. The College’s Evaluative Report was considered of high quality, comprehensive and honest with accurate grading which reflected the College’s performance in 2017-18. The Enhancement Plan was now more concise, consisting of nine areas for development.</p> <p>Across the sector, no college had weak or unsatisfactory grades. All colleges had good or very good grades in learning and teaching. Five colleges had excellent grades in leadership, the cascade effect of which would be monitored.</p> <p>The College HMI had attended a number of College meetings and staff development events and considered it very useful to observe how College business was conducted. The College’s progress with learning and teaching observations was congratulated.</p>

	<p>All Evaluative Reports and Enhancement Plans would be published by end February and staff were encouraged to look at comparator colleges such as Edinburgh and Dumfries & Galloway.</p> <p>Formal progress monitoring visits would be scheduled between September 2019 – May 2020, with two colleges being piloted in May 2019. The College HMI was keen to encourage the College to consider being a pilot due to the structural changes made since the Evaluative Report and Enhancement Plan was created. The process would entail a series of meetings to look at progress against each of the nine areas for development.</p> <p>The College HMI considered the emerging theme around mental health across the sector could be addressed through a stronger link between the sector, SFC and College Development Network.</p> <p>The Chair thanked the College HMI for her presentation and congratulated College staff on the quality of the Evaluative Report and Enhancement Plan.</p>
07/19	<p><u>Trust Fund Applications (Paper B)</u></p> <p>The VP Curriculum and Student Services presented the list of applications received to the Aspire Fund and resulting outcomes.</p> <p>Three of the eleven applications had been approved, one of which was a contribution towards travel costs for a student to participate in the English Deaf Football League. The other two were contributions towards products for Hairdressing students competing at the AHT Hairdressing and Beauty Therapy competition. The students had been very successful and would now compete in the national competition being held in Blackpool in March.</p> <p>The student member advised that the Aspire Fund was not widely advertised to students and he said he could not recall it being mentioned at induction this year. Consideration would be given to the use of display monitors and posters to promote the fund and share the successes.</p> <p style="text-align: right;">ACTION: HA</p>
08/19	<p><u>Risk Register (Paper C)</u></p> <p>The VP Curriculum and Student Services presented the Strategic Risk Register and Risk Appetite Management paper which had been prepared for the Audit Committee by the VP Finance and Corporate Services.</p> <p>A thorough review of the Risk Register had been undertaken and an SLT member had been allocated to all high level risks. A separate BREXIT risk register had also been created and would be presented to the Regional Board.</p> <p>A discrepancy relating to the colouring in the Risk Score table would be discussed with the VP Finance and Corporate Services.</p> <p style="text-align: right;">ACTION: AC</p>
09/19	<p><u>Corporate Parenting Update</u></p>

	<p>The VP Curriculum and Student Services reported that the 5-year Corporate Parenting Plan had come to an end and new plans were now being created. The original plan had been written specifically for care experienced young people; however the same barriers were faced by carers, those estranged from families and those experiencing mental health issues and the new plan had been extended accordingly. In future, gypsies and travellers and veterans' families would also be included.</p> <p>The five key aims of the Corporate Parenting Plan were:</p> <p>Aim 1 – Young people are aware that the College is an inclusive and supportive place to study where they feel safe and nurtured;</p> <p>Aim 2 – All staff are aware of matters that might adversely affect the wellbeing and/or achievement of young people;</p> <p>Aim 3 – The College will ensure that young people who face additional barriers to sustaining engagement and achievement are assessed for specific pastoral and learning support;</p> <p>Aim 4 – The College will seek to promote the interest of all our young people who face additional barriers and provide opportunities designated to support achievement, progression and promote wellbeing;</p> <p>Aim 5 – The College will work to fulfil its role as an inclusive organisation and good corporate parent, working collaboratively with other local and national agencies and corporate parents.</p> <p>The draft would go the Equalities and Inclusion Committee on 27 February for discussion before going to the Curriculum and Quality Committee in May with final approval by the Board in June.</p> <p>Committee members noted that corporate parenting was a legal obligation and would need to be structured accordingly. The implications of including non-statutory characteristics was queried. A suggestion to split out specific actions would be discussed with the Head of Student Services.</p> <p style="text-align: right;">ACTION: HA</p>
10/19	<p><u>Courses for Concern and Praise – Early Withdrawal (Paper D)</u></p> <p>The Committee received the Early Withdrawal 2018-19 report which provided a comparison to sector average and the College targets.</p> <p>FE full-time Early Withdrawal rates were higher than they had been for some time and 1.2% higher than the previous year, while HE full-time rates had improved.</p> <p>The VP Curriculum and Student Services reported that recruitment targets had not been met in August, which had resulted in teams being less selective. The financial impact of those moving into Universal Credits was also a contributory factor. A change to the Student Discipline Procedure had resulted in less students leaving, but those having a negative impact on the class were being withdrawn earlier. A greater number had left to enter employment than the previous year and those leaving for mental health issues had also increased.</p> <p>The Courses for Praise showed the improvement made by those courses identified as courses for concern the previous year.</p>

	<p>A list of Courses for Concern with an early withdrawal rate of 15% or greater was included along with a list of actions and interventions which had been put in place to minimise further withdrawal and enable successful completion.</p> <p>The links between these issues and problems with finance, home life and mental health was raised. The Principal advised that the free Tea and Toast sessions for students were being expanded to three mornings each week.</p> <p>It was noted that students would be more resilient and overcome challenges where they considered they would benefit from their course. Consideration would be given to adding an action for next academic year around course recruitment, e.g. for applicants to be directed to more suitable courses.</p> <p style="text-align: right;">ACTION: HA</p> <p>With regard to mental health, a wellbeing hub was being created in the Campus Library, with paper and online resources. The student member reported that 20 students had completed the Mental Health First Aid training that week. CLM's and lecturing staff would receive this training in June. The schools were also using this training programme therefore the benefits should be noticeable in future years.</p>
11/19	<p><u>College Performance Indicators 2017-18 (Paper E)</u></p> <p>The VP Curriculum and Student Services presented the Borders College Student Success Performance Indicators 2017-18 on behalf of the Director of Business Improvement and Performance.</p> <p>Tables produced from SFC data providing comparisons of performance against other colleges were included for reference only. The following areas were highlighted:</p> <ul style="list-style-type: none"> • Both FE and HE full time successful completion was above sector average; • Success rates for under 18s was lower than the sector average; • Achievement rates for students with a disability was higher than sector average; • Rates for students in deprived postcode areas were lower than average but were based on very small numbers; • The rate for care experienced students was lower than sector average and the previous year's rate. <p>Committee members welcomed the improved overall success rates but expressed concern around the care experienced rate, given the College's Corporate Parenting responsibilities and the funds supplied by the Robertson Trust.</p> <p>The VP Curriculum and Student Services advised that an evaluation of the Borders Young Talent programme had shown good results but not in achieving qualifications. Responsibility for care experienced learners would now become a management responsibility, shared across the College rather than being assigned to a specific individual.</p>

	<p>Visits were being arranged to some of the higher performing colleges to look at different approaches to learning and teaching.</p>
12/19	<p><u>Appointment of Chair</u></p> <p>The Board Secretary had received no indications of interest for the appointment of Chair of the Committee. He would prepare a paper for the Regional Board meeting on 7 March 2019 to look at different options.</p> <p style="text-align: right;">ACTION: JA</p>
13/19	<p><u>Lesson Observation Update (Paper F)</u></p> <p>The VP Curriculum and Student Services presented the paper on behalf of the Director of Business Improvement and Performance.</p> <p>Good progress was being made and emerging themes from the lesson observations, which would be available before Easter, would inform staff development activities. Support would be provided by the Learning and Teaching Enhancement Specialists. A report of emerging themes would be presented to the Committee in May.</p> <p style="text-align: right;">ACTION: JR</p> <p>It was explained that staff have a pre-observation meeting and are provided with a 2-week window for the observation to take place. It was recognised that the observations alone would not directly improve the quality of learning and teaching; the aim was to create a culture of aiming for a higher level.</p> <p>The College HMI advised that the observation of difficult classes was also part of a good culture.</p>
14/19	<p><u>Quarterly Complaints and Compliments Report 2018-19 (Paper G)</u></p> <p>The VP Curriculum and Student Services presented the paper on behalf of the Director of Business Improvement and Performance.</p> <p>There had been no Level 2 complaints and only eight Level 1 complaints this session. It could be that the CLM's were successfully dealing with low-level issues before they became complaints.</p> <p>Although there were no particular themes around complaints, a slight trend around unacceptable behaviours was noted. All frontline staff had previously undertaken customer service (World Host) training for dealing with difficult situations. This would be revisited; the training was delivered in-house and could be offered to new staff or as a refresher for existing staff.</p> <p style="text-align: right;">ACTION: HA</p> <p>There was discussion over a complaint relating to the strike action and concerns were raised over the potential impact on students. The Principal advised that all classes had been covered on the first strike day. She said that the teamwork between the vast majority of staff was unsurpassed. Unfortunately it had been necessary to cancel four classes on the second strike day. Additional support would be provided to try to ensure that students were not disadvantaged by the strike action. Two further strike days were planned.</p>

15/19	<p><u>Developing the Young Workforce Update (standing item)</u></p> <p>The VP Curriculum and Student Services reported that Heriot-Watt University had bid for Graduate Apprentice places for the College and five places had been awarded. The College would deliver a Business Management course for employed candidates.</p> <p>The College had been allocated 72 Foundation Apprenticeship places across three subject areas. Sessions had been held with the Local Authority to ensure those in Pastoral/Support roles had an understanding of FA's. The College and Local Authority were working more collaboratively than previously and FA's were being well promoted.</p> <p>In response to a query, the Principal provided an update on the Textile Centre of Excellence in which the College was involved. The Centre was based within Hawick High School. An advert had been placed for a specialist instructor; Johnstons of Elgin and Barrie Knitwear had seconded trainers but want the College to provide the specialism. The target was for 50 Employability Fund applicants to be trained this year.</p>
16/19	<p><u>Leading for Learning (Paper H)</u></p> <p>The Board Secretary presented reports of several Learning for Leading visits. A reminder would be sent to Board members still to complete a visit.</p> <p style="text-align: right;">ACTION: JA</p> <p>It was agreed that new Board members should complete induction prior to being allocated a linked programme area.</p> <p>Committee members commented on the obvious momentum to move forward with online and digital learning. The Principal advised that a Learning and Teaching Digital Facilitator had been appointed and staff confidence was starting to grow. A proportion of each course had been identified for online delivery. Changes were being made to the College estate in order to accommodate a flexible study area.</p> <p>The cross-college success with the Field to Fork competition was also commended.</p>
17/19	<p><u>Equality and Diversity (standing item)</u></p> <p>The Principal reported that 17 staff members had attended transgender training at the College on 13 February, which had been both useful and informative.</p>
18/19	<p><u>Paper for Publication</u></p> <p>All papers would be published on the College website with the exception of the following:</p> <ul style="list-style-type: none"> • The comparative graphs within Paper E • The supporting information to Paper G

<p>19/19</p>	<p><u>Any Other Business</u></p> <p>The Board Secretary asked for any further responses to the two items attributed to the Committee in the Board Operational Plan and Enhancement Plan, which would be presented at the Board meeting on 7 March.</p> <p><u>Operational Plan:</u> Reference would be made to the Advantage Management system, to which Board members should be given access.</p> <p><u>Enhancement Plan:</u> The allocation of a Learning for Leading member to the Students' Association would be added.</p> <p style="text-align: right;">ACTION: JA</p> <p>In relation to more informal contact between Board and students, it was suggested that winners of student competitions, e.g. Hairdressing would be invited to give a presentation to the Committee.</p> <p style="text-align: right;">ACTION: HA</p> <p>The VP Curriculum and Student Services reported that Approvals panels had commenced for 2019-20 courses. A summary would be presented at the next meeting.</p> <p style="text-align: right;">ACTION: JR</p> <p>The Chair of the Regional Board thanked the Chair on behalf of the Committee and the Board for the exceptional level of support he had provided during his term as a Board member.</p> <p>The College HMI reported that a report of the Modern Apprenticeship review with the BDU in April would be ready for the next Curriculum and Quality Committee meeting.</p>
<p>20/19</p>	<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 30 May 2019.</p>

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

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Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 21 February 2019
Location: The Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
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
07/19	Consideration would be given to the use of display monitors and posters to promote the Aspire fund and share the successes	H Anderson
08/19	A discrepancy relating to the colouring in the Risk Score table would be discussed with the VP Finance and Corporate Services	A Cox
09/19	A suggestion to split out specific actions from the Corporate Parenting Plan would be discussed with the Head of Student Services	H Anderson
10/19	Consideration would be given to adding an action for next academic year around course recruitment, e.g. for applicants to be directed to more suitable courses	H Anderson
12/19	Prepare a paper for the Regional Board to look at different options for electing a Chair.	J Ayling – 7 March
13/19	A report of emerging themes from lesson observations would be presented to the Committee in May	J Robertson – 30 May
14/19	Revisit World Host training	H Anderson
16/19	A reminder would be sent to Board members still to complete an L4L visit	J Ayling
19/19	Make additions to Board Enhancement and Development Plans	J Ayling
	Winners of student competitions, e.g. Hairdressing would be invited to give a presentation to the Committee	H Anderson
	A summary of Approvals panels would be presented at the next meeting	J Robertson – 30 May