

## Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 30 May 2019

Location: Board Room, Scottish Borders Campus

### Minutes

ITEM	MINUTES
Present          In Attendance	<p>Tony Jakimciw (Interim Chair) Angela Cox Virginia Grant David Johnson Sara Shinton Nuala Broderick Dave Black (Academic staff member) David Elder (Student member)</p> <p>Heather Anderson (VP Curriculum and Student Services) Janet Robertson (Director of Business Improvement and Performance) James Ayling (Board Secretary) Sheila McColm (Minute Secretary) Deryk Laidlaw, Data Analysis Officer (to end item 34/19)</p>
21/19	<p><b><u>Photo Presentation – Skills Competition Winners</u></b></p> <p>The Committee welcomed skills competition entrants and winners to an awards ceremony to recognise their success throughout the year. The students, from Hairdressing, Beauty Therapy, Fashion Make-up, Cookery, Farming, Gamekeeping, Mountain Biking and Sport areas were each presented with a certificate and goody bag.</p> <p>Committee members congratulated the students and thanked them for coming to the meeting to share their experiences. Taking part in these events was considered an excellent opportunity for the students to showcase their skills and reflected the high standards of education delivered at Borders College. Staff were also congratulated on these successes. The students then left for a photograph session at Reception.</p>
22/19	<p><b><u>Chair's Opening Remarks</u></b></p> <p>The Chair of the Regional Board was acting as Interim Chair of this committee. He welcomed everyone to the meeting.</p>
23/19	<p><b><u>Apologies for Absence</u></b></p> <p>There were no apologies for absence.</p>
24/19	<p><b><u>Minutes of meeting held on 21 February 2019 (Paper A)</u></b></p> <p>The minutes of the meeting held on Thursday 21 February 2019 were agreed as a true and accurate record.</p>

<p>25/19</p> <p>31/18</p> <p>07/19</p> <p>09/19</p>	<p><b><u>Matters Arising</u></b></p> <p>JISC could not provide a tool that could be used as a comparison tool for technology enhanced learning.</p> <p>The use of display monitors and posters to promote the Aspire fund would be considered for next academic session.</p> <p>Corporate Parenting Plan was on the agenda.</p> <p>All remaining actions were complete.</p>
<p>26/19</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>27/19</p>	<p><b><u>Register of Interests Update</u></b></p> <p>The student member noted that he was no longer Chairman of Peebles Christmas Lights Association. The Register would be amended accordingly.</p> <p style="text-align: right;"><b>ACTION: SMc</b></p> <p>It was agreed to proceed to agenda item 34/19 at this point.</p>
<p>34/19</p>	<p><b><u>Learners' Destination Report (Paper H)</u></b></p> <p>The Director of Business Performance and Improvement and the Data Analysis Officer presented the Learners' Destination Survey for 2017-18 completers.</p> <p>The decrease in the response rate was noted. The Data Analysis Officer explained that the survey was conducted six months after students left the College therefore contact could be difficult. A suggestion to tie in with collection of alumni data at Graduation would be discussed with the Graduation Co-ordinator.</p> <p style="text-align: right;"><b>ACTION: DL</b></p> <p>Employment was the most popular destination for HE learners at 48% while the sector average for session 2016/17 had been 22%. Overall comparisons against the sector would be carried out in September when the data became available.</p> <p>The Director of Business Performance and Improvement would ensure that students leaving the College were aware of the survey.</p> <p>Committee members considered the data very useful for dialogue with employers. It was agreed to use the data for marketing purposes around development of the future workforce, targeting specific sectors. The potential use of the data to generate information on economic impact would also be considered.</p> <p style="text-align: right;"><b>ACTION: AC</b></p> <p>The Data Analysis Officer left the meeting at this stage.</p>

28/19	<p><b><u>Access &amp; Inclusion Strategy Update (Paper B)</u></b></p> <p>The Director of Business Improvement and Performance presented an amendment to the Access &amp; Inclusion Strategy. The additional paragraph provided a report on the use of access and inclusion funding (£800k), as requested by the Outcome Agreement Manager.</p> <p>The Committee approved the amendment to the Strategy.</p>
29/19	<p><b><u>Mental Health Strategy (Paper C)</u></b></p> <p>The VP Curriculum and Student Services presented the draft Mental Health and Wellbeing Strategy, which had been produced as a requirement of SFC guidance.</p> <p>She explained that the College was working in collaboration with partners, including the Students' Association and NHS Borders to address mental health issues. The objective was to help maintain students on their course, to identify when they were struggling and contact the NHS Crisis Unit and other partner agencies if required.</p> <p>Committee members made the following suggestions for additions/improvements to the document:</p> <ul style="list-style-type: none"> <li>• The document should have more structure; i.e. aims, priorities, objectives and actions.</li> <li>• Evidence of interventions should be captured, i.e. feedback from students around things that made a difference.</li> <li>• A diagram of procedures could be added; i.e. to identify the level of support that could be provided including signposting to partners.</li> <li>• Data could be added around key areas that students have reported, e.g. bullying. A body of evidence would be built up for the following year.</li> </ul> <p>The above amendments would be made before presenting the Strategy to the Board for approval on 20 June.</p> <p style="text-align: right;"><b>ACTION: HA</b></p>
30/19	<p><b><u>Corporate Parenting Plan 2019-2021 (Paper D)</u></b></p> <p>The VP Curriculum and Student Services presented the Corporate Parenting Plan, which had been amended in line with suggestions made by the Committee at the previous meeting to clarify the College's legal requirements.</p> <p>The Children and Young People (Scotland) Act 2014 would be attached as an appendix to the Plan.</p> <p style="text-align: right;"><b>ACTION: HA</b></p> <p>The Committee agreed to recommend approval of the Corporate Parenting Plan to the Board on 20 June.</p> <p>Board members would be provided with information on Corporate Parenting training on Moodle. They would also be invited to the training session provided by Who Cares Scotland.</p> <p style="text-align: right;"><b>ACTION: HA/JA</b></p>

31/19	<p><b><u>Annual Learner Satisfaction Survey (Paper E)</u></b></p> <p>The Committee received the Annual Learner Satisfaction Survey Report 2018-19 with the key points summarised:</p> <ul style="list-style-type: none"> <li>• SFC had identified participation rates across the sector as an area of concern. The College’s rate of 46% was consistent with the previous year. There had been an increase in those completing the survey but the additional students included in the sample were predominantly part time. The return rate for full time students was 66%.</li> <li>• The Students’ Association had produced a video, which had contributed to the increased student participation.</li> <li>• Satisfaction targets, which had previously been set at 87%, had been reviewed and replaced by more challenging rates. The aim was to achieve at least 90% satisfaction rates across all areas.</li> <li>• Survey rates for particular areas had been provided to line managers for further investigation. CLM’s would use the results in block team meetings.</li> <li>• Plans for improvement had not been included in the report but the focus would be on the areas with a low satisfaction rate.</li> </ul> <p>The following actions were suggested by Committee members:</p> <ul style="list-style-type: none"> <li>• Some of the low rates could be the result of question design and the language used should be considered. Commentary could be added to make the questions more meaningful.</li> <li>• Some of the targets were considered too challenging. The targets for the 2019-20 survey should be approved at the next CQC meeting.</li> </ul> <p style="text-align: right;"><b>ACTION: JR</b></p> <ul style="list-style-type: none"> <li>• There should be a better link to the Curriculum Strategy.</li> <li>• “You Said We Did” posters should be strategically placed around the campus.</li> </ul>
32/19	<p><b><u>Strategic Risk Register (Paper F)</u></b></p> <p>The VP Curriculum and Student Services presented the Risk Register which had been updated following the SLT meeting on 30 May. SLT had agreed to lower the status of two risks.</p>
33/19	<p><b><u>SOSEP Get That Degree Progress Report (Paper G)</u></b></p> <p>The Committee received the summary report of the Get That Degree project which provided detail of the six recommendations currently being progressed as potential degrees for Borders College and Dumfries &amp; Galloway College. The project was funded through SOSEP to provide more HE opportunities across the South of Scotland.</p> <p>The full report by Sharon Glendinning on articulation options would be circulated to the Committee for information.</p> <p style="text-align: right;"><b>ACTION: HA</b></p> <p>This item would go on the next Curriculum and Quality Committee agenda.</p> <p style="text-align: right;"><b>ACTION: SMC</b></p>

35/19	<p><b><u>Lesson Observation Update</u></b></p> <p>The Director of Business Improvement and Performance provided a verbal update on the lesson observation process. The Learning and Teaching Enhancement Specialists (LTES) had completed 41 observations across curriculum areas between December and May. There had been no observations of BDU (Business Development Unit) classes to date.</p> <p>Next session, the process would move from paper based to One Note. An additional stage had been introduced in the process whereby a conversation would take place with the lecturer a few days before the observation. The sessions also included meetings with learners. Consistency was important therefore paperwork had been adhered to. The College HMI had been involved in the process.</p> <p>Areas of good practice and areas for development would be discussed with the lecturer and a follow up meeting arranged for a later date. The staff member would receive a copy of the discussion and encouraged to discuss this with their line manager during annual review.</p> <p>The process was in place for support and development of staff. A programme of digital ideas that could be shared was planned for CPD day on 24 June. Some of these sessions would be repeated on CPD day in August. Themes identified during observations included questioning techniques, classroom management, checking learning progress, demonstrating effectively, multi-level teaching, use of ICT resources.</p> <p>The next steps in the process were to hold meetings with Assistant Principals and to create a post observation sub group. Observations would take place at least every two years. Moving forward, a trend analysis report would be presented to the Board in order to evaluate the process and its impact in the classroom. A baseline report would be presented to the Committee in October.</p> <p style="text-align: right;"><b>ACTION: JR</b></p>
36/19	<p><b><u>Quarterly Complaints and Compliments Report 2018-19 (Paper I)</u></b></p> <p>The Committee received the update on complaints received from 1 July 2018 to the present date. The one Level 2 complaint was now resolved and key learning points had been fed back to staff through CLM meetings.</p> <p>A copy of the categories which had been added by College Development Network for analysis purposes would be circulated.</p> <p style="text-align: right;"><b>ACTION: SMc</b></p> <p>Members considered it would be interesting to find out over time which category was predominant.</p>
37/19	<p><b><u>Developing the Young Workforce Update (standing item)</u></b></p> <p>The VP Curriculum and Student Services reported that the College had applied for six Foundation Apprenticeship courses from SDS. The 42 applications received would convert to 30 places. Only two of the courses were not running due to low numbers of applications, i.e. Civil Engineering and</p>

	<p>Food &amp; Drink. Health &amp; Social Care, Children &amp; Young People, Business Skills and Accounting courses would run, infilling into existing full time courses. Health &amp; Social Care would be partially delivered online through the SOSEP project.</p> <p>The planning process was underway for 2021. The College and school pastoral staff now had a better understanding of Foundation Apprenticeships and a lot of progress had been made.</p> <p>Staff in the DYW Industry Group were employed by the College but were under the direction of the Industry Board. These posts would be funded to March 2021 by the Scottish Government. The Committee was assured that implications of redundancies had been built in and this risk was being managed by the College.</p>
38/19	<p><b><u>Annual Approvals Report (Paper J)</u></b></p> <p>The VP Curriculum and Student Services presented the annual Approvals Report for session 2018-19. The report contained details of proposed awards to discontinue for session 2019-20.</p> <p>The student member declared a conflict of interest in this item.</p>
39/19	<p><b><u>Student Experience Committee Update (Paper K)</u></b></p> <p>The student member presented an update on the new Student Experience Committee, which had replaced the Faculty Councils.</p> <p>Nine lead representatives from each of the three Portfolios were responsible for collecting and reports and feedback from their Portfolio areas to present to the Student Experience Committee. The role of the lead representative was being revised to increase integration with class representatives.</p>
40/19	<p><b><u>Trust Fund Applications (Paper L)</u></b></p> <p>The Board received a summary of applications to the Aspire fund received to date and resulting outcomes.</p>
41/19	<p><b><u>Leading for Learning (Paper M)</u></b></p> <p>The Board Secretary presented reports of several Learning for Leading visits.</p> <p>A table of responses to the areas brought to Management's attention would be prepared for the next meeting.</p> <p style="text-align: right;"><b>ACTION: SMc</b></p>
42/19	<p><b><u>Equality and Diversity (standing item)</u></b></p> <p>The Director of Business Performance and Improvement reported that SFC had requested a mid-plan update on the Gender Action Plan. Consultation with students was required before the update could be posted on the website.</p>

43/19	<p><b><u>Paper for Publication</u></b></p> <p>All papers would be published on the College website with the exception of the following:</p> <ul style="list-style-type: none"> <li>• Paper G</li> <li>• The supporting information to Paper I</li> <li>• The comments within the Annual Learner Satisfaction Survey (Paper E)</li> </ul>
44/19	<p><b><u>Any Other Business</u></b></p> <p>This was the student member's final meeting. The Chair thanked him very much, on behalf of the Committee for his contributions over the past two years.</p>
45/19	<p><b><u>Date of Next Meeting</u></b></p> <p>The next meeting of the Curriculum &amp; Quality Committee will be held at <b>4.30pm on Thursday 17 October 2019.</b></p>

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

# A

## Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 30 May 2019  
Location: The Board Room, Scottish Borders Campus

### Actions

Item	Action	Responsibility and Date
27/19	Update D Elder's Register of Interest	S McColm
34/19	A suggestion to tie destination data in with collection of alumni data at Graduation would be discussed with the Graduation Co-ordinator	D Laidlaw
	Use the data for marketing purposes and potentially use to generate information on economic impact	A Cox
29/19	Amend Mental Health Strategy before presenting to Board	H Anderson – 20 June
30/19	The Children and Young People (Scotland) Act 2014 would be attached as an appendix to the CP Plan	H Anderson
	Board members would be provided with information on Corporate Parenting training on Moodle and invited to the training session provided by Who Cares Scotland	H Anderson/ J Robertson
31/19	The targets for the 2019-20 Learner Satisfaction survey should be approved at the next CQC meeting	J Robertson
33/19	The report by Sharon Glendinning on articulation options would be circulated to the Committee	H Anderson
	Get That Degree to go on the next agenda	S McColm
35/19	A baseline report on lesson observations would be presented to the Committee in October	J Robertson
36/19	A copy of the CDN complaints categories would be circulated	S McColm
41/19	Table of responses to the L4L areas brought to Management's attention come to next meeting	S McColm