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REGIONAL BOARD REPORT

Subject: Report from the Curriculum and Quality Committee	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: Tony Jakimciw	**Date:** 25 November 2019

Purpose:
To provide the Regional Board with draft minutes of the meeting held on 17 October (verbal report was provided at Board meeting of 24 October) and to present the Annual Report for the period August 2018 – July 2019.

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

Executive Summary:

The annual report of the Curriculum and Quality Committee for the period August 2018 – July 2019 is attached.

Draft minutes of the meeting held on 17 October 2019 are also attached for information.

Recommendation:
To note the content.

Previous Committee Approvals:
n/a

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

Annual Report of the Curriculum and Quality Committee
Period: August 2018– July 2019

1. The Curriculum and Quality Committee met three times during the period of this report.

2. The following members of the Board served on the committee during the period:

Ian Ireland	(Chair until end February 2019)
Tony Jakimciw	(Interim Chair from March 2019)
Angela Cox	
Sara Shinton	
Virginia Grant	
David Johnson	
Nuala Broderick	(from May 2019)
Dave Black	(from February 2019)
David Elder	

   There was 89% attendance by members at meetings

3. Reports from Board members on visits to programme areas were received by the committee under the Learning for Leading scheme. The reports were positive, and none raised any serious issues of concern. The visits continue to be seen by staff and students as a valuable means of engaging with Board members.

4. The committee oversaw the production of Evaluative Report 2107/18 and Enhancement Plan 2018/19 which was produced as part of the new Quality Arrangements implemented by Education Scotland. A presentation was subsequently made to the committee by Janet Campbell, College Inspector in which she complemented the college on the high quality, comprehensiveness and honesty of the report and plan and on the accuracy of the grades awarded which required no adjustment.

5. The following reports were discussed by the committee during the period as part of the normal reporting cycle;

   Complaints and Compliments
   Annual learner satisfaction survey
   Learner destinations
   Update to the Corporate Parenting plan
   Courses for concern
   Equality and Diversity
   College Performance Indicators 2017/18

6. The committee considered, and recommended approval to the Board of the Corporate Parenting Plan 2019-21 and considered the proposed new Mental Health Strategy.

7. The committee was kept informed by Mrs Anderson of the continued work of the college relating to 'Developing the Young Work Force.' The college continues to play a key role in this area, and has been proactive in taking forward new developments.

9. The committee wishes to thank Mrs Anderson and Mrs Robertson for their support and for the high quality of the information presented to the committee. We would particularly like to record our thanks to Ian Ireland for his outstanding contribution as Chair.

Tony Jakimciw
Chair, Curriculum and Quality Committee

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Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 17 October 2019

Location: Board Room, Scottish Borders Campus

Minutes

ITEM	MINUTES
Present In Attendance	Tony Jakimciw (Interim Chair) Angela Cox David Johnson Nuala Broderick David Elder (Student member) Heather Anderson (VP Curriculum and Student Services) Janet Robertson (Director of Business Improvement and Performance) Hazel Robertson (Interim Board Secretary) Sheila McColm (Minute Secretary)
46/19	**Chair's Opening Remarks** The Chair welcomed everyone to the meeting. He reported that James Ayling had resigned from his post as Board Secretary and noted formal thanks on behalf of the Committee for his support. Hazel Robertson was welcomed in her capacity as interim Board Secretary and David Elder, who had been re-elected as VP of the Students' Association was welcomed back as a Committee member. The Chair reminded the Committee that he was only the interim Chair and encouraged members to consider the void. A replacement would be required by end February.
47/19	**Apologies for Absence** Apologies for absence were received from Sara Shinton, Virginia Grant, Dave Black and Ann Letham.
48/19	**Minutes of meeting held on 30 May 2019 (Paper A)** The minutes of the meeting held on Thursday 30 May 2019 were agreed as a true and accurate record. The Committee requested an additional column to be added to the action log to show the status of the actions. This would save time in meetings. **ACTION: SMc**
49/19	**Matters Arising** All actions were complete.

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50/19	**<u>Declaration of any Conflicts of Interest</u>** There were no declarations of any conflicts of interest.
51/19	**<u>Register of Interests Update</u>** The student member noted that he was now on the Board of Scottish Borders Housing Association. N Broderick noted that she had taken up a part time teaching post at the University of Glasgow. The Registers would be amended accordingly. **ACTION: SMc**
52/19 and 65/19	**<u>Skills Alignment Project (Paper B) / Future Skills Action Plan (Paper L)</u>** The Skills Alignment Project was linked to the Future Skills Action Plan so these items were discussed together. The Principal reported that all regions were to undertake a skills alignment in line with their Regional Skills Assessment. Borders College and Dumfries & Galloway College had been selected to pilot a joint skills alignment project whereby they would work with SFC and SDS to implement an Enterprise & Skills Strategy for the South of Scotland. It was anticipated that some funding would be allocated to complete the programme. A diagram showing posts and activities was provided. Members of the College staff would be involved in leading project areas across the South of Scotland. The project would run from January – June 2020. This project was being approached as a South of Scotland project, which could create governance issues for Boards in the region if it was proposed that the character of the organisation was changed as a result of the recommendations. Therefore, the outcomes would need to be agreed by respective Boards before going forward. The Principal was meeting with the Principal of Dumfries & Galloway College and SDS in the next few weeks to progress, The project was complicated and there were risks involved, i.e. some areas of delivery could be considered over-subscribed and others underdeveloped. Going forward, colleges' funding would be based on regional priorities and it would be necessary to create an offer aligned to the Regional Skills Assessment; however actions would not be agreed without seeking Board approval. Committee members considered that clarification was required regarding the Governments view of the relevant priority to be given to economic need versus individual need when deciding on curriculum provision. Paragraph 2 of the paper would be amended for consistency. **ACTION: AC**

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	The Board approved the project itself but not the implementation of its outcomes.
53/19	**<u>Draft Executive Summary of Self-evaluation Report 2018-19 and Evaluative Report Update (Paper C)</u>** The Director of Business Improvement and Performance presented the report, explaining that the self-evaluation exercise was not a requirement at this stage. The College had chosen to undertake the exercise to measure progress against the grades awarded the previous year. SLT had concluded that the College was still achieving Good and Very Good grades against the three key principles. Measures adopted around delivery of learning and services to support learning were in very early stages and the grade could not yet move to Very Good. The position was expected to improve by the end of the year. SFC had issued Guidance for the Outcome Agreement 2020-21. Embedded within this was guidance on self-evaluation of outcomes from 2018-19, which required an additional report to be submitted to SFC by 31 October. This was currently being prepared and would be circulated to the Board for electronic approval ahead of that date. **ACTION: JR** The Committee considered that report and suggested the following amendments: • Methodology, 4th para – change *Student Engagement Committee* to *Student Experience Committee* • Appendix 3 – to add the South of Scotland work with Dumfries & Galloway College - Q1 2.2 – areas for development – to be amended slightly - Q1 2.3, 2nd bullet – change *"some staff effectively use…"* to *" the majority of staff…"* - The pages would be numbered - Q1 2.4 – suggestion to include Achievement Coach role (this may be included in another section) - Q1 3.2, 2nd last bullet - typo The Chair commended the very readable report. The Committee approved the report.
54/19	**<u>Annual Report of Curriculum and Quality Committee to the Regional Board (Paper D)</u>** The annual report 2018-19 was approved. The report would be presented to the Regional Board on 5 December.
55/19	**<u>Curriculum and Quality Committee Terms of Reference (Paper E)</u>** The VP Curriculum and Student Services presented the Terms of Reference for consideration.

	The following amendments were agreed: • 1.1 Quorum – to add "*at least one of whom should be an independent member*" • 2.11 to be removed. **ACTION: HA** The Committee agreed to recommend of the updated Terms of Reference to the Regional Board for approval on 5 December.
56/19	**<u>Targets for Learner Satisfaction Survey (Paper F)</u>** The Director of Business Improvement and Performance presented a proposal for an approach to setting targets for the annual Learner Satisfaction Survey. The approach involved using past trends, national averages and previous performance. It was noted that the underlying principle should be to seek an incremental improvement annually at the judgment of College management. Members agreed with the proposed way forward and the Director of Business Improvement undertook to bring the revised targets to a future meeting. **ACTION: JR**
57/19	**<u>Mental Health Strategy (Paper G)</u>** The VP Curriculum and Student Services presented the Mental Health Strategy, which had been amended to take into account the feedback from the previous meeting. A mention of staff in section 4.2 would be removed. The fact that 24 class reps had received mental health training would be added to the Measure of Success column under 4.3. It was noted that improvement to student mental health had not been captured. Feedback would be sought from students and use of the Big White Wall would be evaluated. **ACTION: HA** The Committee agreed to recommend approval of the Mental Health Strategy to the Regional Board with the above amendments made.
58/19	**<u>Risk Register (Paper H)</u>** The interim Board Secretary presented the updated Risk Register and summary page, which provided detail on the risks above target and risks to be closed. She advised that the skills alignment work may need to be considered as a risk in due course. The Committee noted the content of the Risk Register.

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59/19	**<u>Student Performance Report 2018-19</u>** The VP Curriculum and Student Services presented the Student Performance report for 2018-19. Overall there had been a slight decline in learner success by 0.2% from the previous year which equated to 1 HEFT student and 8 FEFT students. This information would be added to the summary. **ACTION: HA** The College continued to perform well against sector average. Colleagues from other colleges had also indicated a reduction in PI's for 2018-19. The courses identified as a Course for Concern the previous year had all improved their learner success in 2018-19. The percentage of students reporting mental health issues had increased by 39% compared to the previous year. The Big White Wall and a 24-hour online counselling service were now in place to help address mental health issues. 7 students had left College already this year due to mental health. There was also an increase in students seeking learning support. The Committee requested, in terms of courses, that a check be carried out to see if there was any correlation between declared mental health issues and course achievement. **ACTION: HA** Tracking and monitoring checks had been increased from 4-weekly to 2-weekly. A new student behaviour and discipline policy had been introduced and was being consistently applied. Annual health checks had also been introduced and some courses with serious concerns had been put into intensive care. Many of the behavioural issues were related to school courses, although it was noted that the Hospitality class this year was exceptional. It was hoped that the new discipline procedure would have a positive impact. The previous year, disruptive students had a negative impact on groups and some good students had been lost. Information would be available at the end of January to determine whether the College was in the top quartile.
60/19	<u>Enrolment Report (Paper J)</u> The VP Curriculum and Student Services presented the Enrolment Report 2019-20. She reported that the College had set challenging targets. FE full time enrolments were above target but there was a shortfall in relation to HE full time. Further FE courses would be starting in October and January. The following areas for concern were brought to the attention of the Committee: • HND Childcare Practice Year 2 – 14 students had accepted places but did not take them up, going either into work or on to university.

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	• Gamekeeping – only 6 students had enrolled across all levels. A proposal to discontinue Gamekeeping as a full-time programme and replace with Conservation and Estate Management was agreed by the Committee. Gamekeeping would continue through the apprenticeship route. The future of HNC's and HND's would require consideration by the Regional Board. **ACTION: AC**
61/19	**<u>Corporate Parenting Progress Report</u>** The VP Curriculum and Student Services advised that a Corporate Parenting training session would be available for new staff and Board members in January. The College was performing well against targets as a Corporate Parent. Care Experienced students were benefitting from support under the Borders Young Talent scheme and the schools had also noted the benefits.
62/19	**<u>Trust Fund Applications</u>** There had been no applications to date.
63/19	**<u>Lesson Observation Update (Paper K)</u>** The Director of Business Improvement and Performance presented the learner feedback themes which would inform Learning and Teaching observations for 2019-20. An approach had been adopted which provided a baseline to use. After the first tranche, it should be possible to measure the success of interventions from the observations. Outcomes of the exercise would be presented to the Committee at its first meeting of session 2020-21. **ACTION: JR**
64/19	**<u>Get That Degree Update</u>** The VP Curriculum and Student Services reported that a Progression Manager, Jane McKenzie had been appointed to the SOSEP project. The post was shared between Border and Dumfries & Galloway colleges. The Progression Manager was currently involved in fact finding and investigating potential models for articulation. Joint agreement would be required on the routes to follow.
65/19	**<u>Future Skills Action Plan</u>** This item was discussed under item 52/19.

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66/19	**<u>Annual Student Discipline Report 2018-19 (Paper M)</u>** The Committee noted the content of the report.
67/19	**<u>Annual Complaints Report 2018-19 (Paper N)</u>** The Committee noted the content of the report.
68/19	**<u>Quarterly Complaints and Compliments Report 2019-20 (Paper O)</u>** The Committee noted the complaints received from 1 July 2019 to the present date.
69/19	**<u>Developing the Young Workforce Update (standing item)</u>** The VP Curriculum and Student Services reported that a progress report on DYW had been requested as part of the Outcome Agreement process for 2020-21. From 2021-22 the aims of DYW would be embedded in the Outcome Agreement. The Committee would receive a report of outcomes from the evaluation report. This item would now be removed as a standing agenda item. **ACTION: SMc**
70/19	**<u>Leading for Learning (Paper P)</u>** The Committee received a report of Management responses to the points raised by members following Learning for Leading visits. It was agreed the report would not be published but would be circulated to Assistant Principals and Curriculum & Learning Managers. **ACTION: HA** A report of a visit by J McBeath to the Health & Social Care department was received. It was noted that the Students' Association had not received a visit the previous year. This would be followed up. **ACTION: HA**
71/19	**<u>Equality and Diversity (standing item)</u>** The director of Business Improvement and Performance reported that the Student Support Officer, Amy Brydon had been appointed as Equalities Officer on a part-time basis. Her time would be shared equally between both roles. An SFC event on Gender Action Plan guidance was taking place in the near future.
72/19	**<u>Paper for Publication</u>** All papers would be published on the College website with the exception of the following:

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	Paper B Paper O with redactions Paper P
73/19	**<u>Any Other Business</u>** There were no further items for discussion.
74/19	**<u>Date of Next Meeting</u>** The next meeting of the Curriculum & Quality Committee will be held at **4.30pm on Thursday 20 February 2020.**

igned…… Signed……..
Chairman Secretary

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Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 17 October 2019
Location: The Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date	Risk Status
48/19	Add column to Action sheet to show status of risk	S McColm	Complete
51/19	Update Registers of Interest	S McColm	Complete
52/19	Paragraph 2 of Skills Alignment paper would be amended for consistency	A Cox	
53/19	Circulate self-evaluation of outcomes from 2018-19 to the Board for electronic approval ahead of 31 October	J Robertson	
55/19	Update Terms of Reference	H Anderson	Complete
56/19	Bring the revised learner satisfaction targets to a future meeting.	J Robertson	
57/19	Update Mental Health Strategy	H Anderson	Complete
59/19	Add information to Student Performance summary	H Anderson	
	In terms of courses, check on mental health issues and course achievement	H Anderson	
60/19	The future of HNC's and HND's would require consideration by the Regional Board	A Cox	
63/19	Outcomes of the learning observations exercise would be presented to the Committee at its first meeting next year	J Robertson – October 2020	
69/19	Remove DYW as standing agenda item	S McColm	Complete
	Circulate L4L management responses to APs and CLMs	H Anderson	
70/19	It was noted that the Students' Association had not received a visit the previous year. This would be followed up	H Anderson	

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