

## Curriculum & Quality Committee

MS Teams meeting at 4.30pm on Thursday 14 October 2021

### Minutes

ITEM	MINUTES
Present	Nuala Broderick (Chair) David Johnson Elaine Acaster Paul Cathrow
In Attendance	Greg Steel (CLM) – item 45/21 Heather Anderson (VP Curriculum & Student Services) Jayne Gracie (AP Quality & Development) Ingrid Earp (Board Secretary) Sheila McColm (Minute Secretary)
40/21	<b><u>Chair's Opening Remarks</u></b>  The Chair welcomed everyone to the first meeting of academic year 2021-22.
41/21	<b><u>Apologies for Absence</u></b>  Apologies were received from Dave Black and Angela Cox.
42/21	<b><u>Minutes of Previous Meetings (Paper A)</u></b>  The minutes of the meeting held on 27 May 2021 were agreed with the following amendment:  Item 26/21 – final bullet point, replace second sentence with: <i>“An example of this is Downhill Mountain Biking which now attracts applicants from not only the UK but also from European countries”.</i>  The minutes of the extraordinary meeting held on 13 July were agreed as a true and accurate record.
43/21	<b><u>Matters Arising</u></b>  All actions are complete.  The VP Curriculum and Student Services reported that the Scottish Racing Academy programme has been shortlisted for the CDN awards in December.
44/21	<b><u>Declaration of any Conflicts of Interest/Register of Members Interest</u></b>  The Chair reported an update to her Register of Interests, given her new role as Senior Associate Tutor at Glasgow University. The Register of Interests will be updated accordingly.  <b>ACTION: NB</b>

45/21	<p><b><u>Presentation: Curriculum Development – Sustainable Construction</u></b></p> <p>The Committee received a presentation from Greg Steel, Curriculum &amp; Learning Manager - Sustainable Construction.</p> <p>Detail was provided of all programmes offered within the Sustainable Construction Portfolio, including School Academy courses and Foundation Apprenticeship courses. Also construction apprenticeships, which are delivered in partnership with managing agents.</p> <p>In response to the climate emergency, short courses in renewable technologies have been developed for delivery from the STEM hub in the Hawick campus.</p> <p>Committee members were very impressed by the amount of developmental work in this area. In response to questions, the following points were clarified:</p> <ul style="list-style-type: none"> <li>• Only some of the training development is industry led. Several employers have requested low energy training but are struggling to fit this in due to busy workloads.</li> <li>• It will be necessary to build up resources to be in a position to deliver the necessary training. Staff are currently working at capacity.</li> <li>• It is difficult to keep pace with ever changing demand. SP Energy Networks have provided funding to help develop training programmes.</li> <li>• It may be that hydrogen technology training can fit in to existing programmes going forward.</li> <li>• It will take some time to catch up with the backlog of students from lockdown, e.g. it has been necessary to run additional courses for 3<sup>rd</sup> year joiners.</li> <li>• The construction industry is busy which can make recruitment of supply staff very challenging. It is difficult to attract the right staff with the right qualifications. Committee members consider this point should be noted in terms of the Strategic Ambition.</li> </ul> <p style="text-align: right;"><b>ACTION: HA</b></p> <ul style="list-style-type: none"> <li>• Visuals from the visit to the Hawick campus by Jamie Hepburn MSP will be forwarded to the Committee.</li> </ul> <p style="text-align: right;"><b>ACTION: GS</b></p> <p>A link to the website article was provided.</p> <p>The Chair thanked G Steel for his presentation and he left the meeting.</p>
46/21	<p><b><u>College Performance Indicators 2020-21 (Paper B)</u></b></p> <p>The VP Curriculum and Student Services provided an overview of the College Performance Indicators 2020-21.</p> <p>The PI's will inform the self-evaluation report and will be the focus of the Education Scotland visit on 2 – 4 November. The College has improved its Learner Success rate by 3.9% from 2019-20 with an overall Learner Success rate of 80.4%. This is 6.4% above the 2019-20 sector average.</p> <p>The College has performed well against the 2019-20 sector equalities data and the SQA exam pass rate has increased by 8% from 2019-20.</p>

	<p>The FE full-time total withdrawal figure remains high. The FE part-time figure is also high due to a number of school students that did not complete their programme. Too many students are still withdrawing before the end of their course.</p> <p>Of the 261 COVID returners from 2019-20, 223 completed successfully in 2020-21. Not all students returned; some lost enthusiasm. There are currently 46 returners from 2020-21, of whom 32 are construction apprentices.</p> <p>Committee members queried the effect of the amended guidelines on figures. The VP Curriculum and Student Services advised that this had been beneficial for the College, whereby it had a detrimental effect the previous year. Reporting will be difficult until all COVID returners have completed and colleges are all back on a level playing field.</p> <p>The improving HE part-time figure of 91.5% was noted. However, many of these individuals are employed and highly motivated. They lend themselves better to online delivery and the College is not required to create a work placement for them.</p> <p>The issue of FE full-time withdrawals was discussed. Although some students were lost due to being unable to undertake practical activity during COVID, this is a perennial problem. It was noted that those leaving to go into employment are not counted as a positive. Also a considerable number of young people are not familiar with the subject they have signed up for.</p> <p>The AP Quality and Development advised that Education Scotland has compiled a national report in which a reduction in success in SCQF Level 4 programmes was noted. One of the recommendations is for colleges to scrutinise this group of students.</p> <p>Committee members approved the report.</p>
47/21	<p><b><u>Draft Self-Evaluation Report &amp; Enhancement Plan (Paper C)</u></b></p> <p>The AP Quality and Development presented the draft Self-evaluation and Enhancement Plan, which reflects the guidance from Education Scotland that colleges are still in a recovery period. The report provides a summary of the College and its response to COVID-19 and sets out a plan for improvement in 2021-22. The <i>How Good is our College</i> document was considered when preparing the plan.</p> <p>Several themes were considered in the self-evaluation report under the headings “what we do well” and “what we need to improve”.</p> <p>Eight areas for development have been identified in the Enhancement plan. Education Scotland have been provided with a draft copy of the plan ahead of their visit on 2 – 4 November.</p> <p>Progress on the plan will be monitored internally by SLT. Each department produces a self-evaluation and development plan which are aggregated into an overall college plan.</p>

	<p>A progress report will be provided to CQC in February and June.</p> <p style="text-align: right;"><b>ACTION: JG</b></p> <p>The draft Self-evaluation report and Enhancement Plan was approved.</p>
<b>48/21</b>	<p><b><u>Annual Report to the Board (Paper D)</u></b></p> <p>The draft Annual Report to the Regional Board was approved.</p>
<b>49/21</b>	<p><b><u>Strategic Risk Register (Paper E)</u></b></p> <p>The VP Curriculum and Student Services presented the formal report of the updated Risk Register and summarised the amended curriculum risks.</p> <p>The two red risks relating to financial stability are uncertain and outwith the control of the College but planning is ongoing around these scenarios.</p> <p>Positive feedback was provided on the new format of the Risk Register which members found much easier to understand.</p> <p>No further risks were identified .</p>
<b>50/21</b>	<p><b><u>Future Skills Strategy Progress (Paper F)</u></b></p> <p>The Committee received an update on progress against the Future Skills Strategy, which was launched in June 2021.</p> <p>A summary of actions to date against each of the five strategic objectives was provided. There is considerable overlap in some areas, i.e. the Turing Scheme aligns with both global and citizenship and environmental sustainability.</p> <p>The decision not to have a separate digital strategy within the College was queried, given that the digital thread is so prominent throughout the College.</p> <p>The VP Curriculum and Student Services advised that the College has signed up to Colleges Scotland Digital Strategy.</p> <p>It was agreed to include a statement around the underpinning programme of staff development to deliver the future skills strategy for students.</p> <p style="text-align: right;"><b>ACTION: HA</b></p> <p>The Committee noted the progress made against the Strategy.</p>
<b>51/21</b>	<p><b><u>Quality and Development Update (Paper G)</u></b></p> <p>The AP Quality and Development presented an update report on the following areas:</p> <ul style="list-style-type: none"> <li>• <u>Learning and Teaching Observations 2020-21</u> Education Scotland has the outcome of Learning and Teaching Observations during 2020-21 and are keen to see the progress this year.</li> </ul> <p>The quality of learning and teaching is measured during the observations. All teaching staff will be observed biannually, with around 42 observed this</p>

	<p>year. To date, three observations have taken place. At the end of the observation, a summary containing areas for development is agreed by the lecturer and observer. This is forwarded to the Curriculum and Learning Manager and will form part of the discussion at the annual staff review. Staff will undertake development in the year they are not being observed.</p> <ul style="list-style-type: none"> <li>• <u>Complaints from 1 July 2021 to the present date</u> A total of 12 Level 1 complaints have been received to date. No Level 2 complaints have been received.</li> <li>• <u>Annual Student Discipline 2020-21</u> There was only one temporary exclusion during academic session 2020-21.</li> </ul> <p>The Committee noted the content of the report.</p>
52/21	<p><b><u>Enrolment 2021-22 Update</u></b></p> <p>The VP Curriculum and Student Services provided a demonstration of ProSolution, the new MIS system.</p> <p>The HE full-time enrolment target of 252 has been met. FE full-time enrolments are at 838. which is 103 short of the 941 target. A further 18 enrolments, e yet to be fully processed will change the figures to 256 and 852 respectively.</p> <p>Credits are 1300 under target. Apprentices are 400 under target but it may be possible to move these into other activities. SFC has requested detail from colleges before making a decision.</p>
53/21	<p><b><u>Learning for Leading (Paper H)</u></b></p> <p>The VP Curriculum and Student Services presented three further reports of visits undertaken during session 2020-21. Management responses to all areas highlighted for attention from visits undertaken in 2020-21 were provided. All actions are now closed.</p> <p>The Committee was reminded that management require time to provide responses to the matters highlighted for attention. Reports submitted for visits undertaken during this period will be presented at the next CQC meeting in February.</p>
54/21	<p><b><u>Equality &amp; Diversity – Equalities Action Plan Update (Paper E)</u></b></p> <p>The Committee received the first progress update against the 4-year Equalities Action Plan.</p> <p>Different individuals have been assigned to each of the outcomes, therefore sharing responsibility.</p> <p>The Committee noted the good progress made against the action plan.</p>

55/21	<p><b><u>Papers for Publication</u></b></p> <p>All papers will be published with the exception of any draft papers or those containing confidential data.</p> <p>It was noted that complaints data should be non-gender specific to avoid being attributable.</p> <p style="text-align: right;"><b>ACTION: JG</b></p>
56/21	<p><b><u>Any Other Business</u></b></p> <p>There was no further business for discussion.</p> <p>The Chair thanked committee members for their contribution, participation and attendance.</p>
57/21	<p><b><u>Date of Next Meeting</u></b></p> <p>The next meeting will take place at 4.30 pm on Thursday 17 February 2022.</p>

## Curriculum & Quality Committee

Teams Meeting at 4.30pm on Thursday 14 October 2021

### Actions

Item	Action	Responsibility and Date	Risk Status
44/21	The Register of Interests will be updated	N Broderick	
45/21	The challenges of recruiting supply staff in construction and attracting the right staff with the right qualifications to be noted in terms of the Strategic Ambition	H Anderson	Added to Strategic Priorities Action Plan 21-22 as risk
	Visuals from the visit to the Hawick campus by Jamie Hepburn MSP will be forwarded to the Committee	G Steel	
47/21	A progress report on the development plan will be provided to CQC in February and June	J Gracie	On agenda
50/21	Include a statement in progress report around the underpinning programme of staff development to deliver the future skills strategy for students	H Anderson	Statement added to next progress report
	Complaints data should be non-gender specific to avoid being attributable	J Gracie	Complete