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Final Version Minutes of the LTE Committee Meeting

Held at 3.15pm on Friday 27 February 2026

via MS Teams

Quorum: 3 members, 1 of whom must be an Independent Director

Present: B Buchanan-Smith (BB), C Ward (CWD), I Jurgensen (IJ), J Wright (JW), K Roake (KR), M Coleman (MC) Chair, N Tyler (NT), P Wylie (PW), S Easton (SE)

Apologies: N/A

In Attendance: A Blakey (AB), A Close (AEC), D Mitchell (DM), L Richardson (LR)

No	Item	Action
26.1.01	Welcome and apologies for absence MC welcomed everyone to the meeting. Brief introductions followed to introduce new members.	
26.1.02	Declaration of interest & to identify if any items deemed to be confidential. There were no declarations of interest or items deemed confidential.	
26.1.03	Minutes of the Learning, Teaching and Engagement Committee meeting held on 28 November 2025 The minutes were approved as an accurate recording of the meeting. Board Secretary to publish.	AB
26.1.04	Outstanding Actions • Check if RA referred progression routes issue to UHI court (AEC) – The Committee agreed to remove this action from the log. • Prepare updated paper on Student Advisor role (TA) – ongoing	
26.1.05	Progress towards targets – FE credits and HE FTEs & Withdrawals LR spoke to the paper. The college remains on track to achieve its FE credit target for the year. HE FTEs are also on track to meet target. A summary table was provided showing the distribution of credits across courses. Percentage figures may vary slightly as data is finalised. FT figures are not expected to change. Withdrawals – FE	

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	Current FE full-time withdrawal rate is 14%. Last year's final position was 21%, which was at the higher end of the sector norm. This year's rate is expected to finish 1-2% lower, though still higher than desired. Sector comparison data will not be available for approximately 18 months. Short full-time withdrawal figures are in line with expectations and present no concerns. Schools link withdrawal rates are anticipated to be high this year and will be further reviewed. HE Figures HE provision is on track to exceed target. PGDE qualification continues to be funded outwith core funding, with 11 students enrolled. Current HE withdrawal rate is 7%.	
26.1.06	Schools Curriculum Review DM presented the paper, noting that the review was initiated in May/June and brought together during the autumn. The purpose was to take a strategic look at current schools activity, how it has developed, and its effectiveness. The review incorporated extensive data from students, lecturers and staff, resulting in a number of recommendations. No significant surprises emerged, and the findings aligned with the team's existing understanding of school engagement and course performance. Overall student feedback was very positive. The review highlighted that the transition from school to college could be strengthened, and trends and contributing factors have been examined. A notable drop-off between June and August was identified. SE will meet with DM once he's discussed this further with colleagues. It was noted that results and timetabling may be influencing this pattern. The review also considered how current schools link courses align with the region's strategic priorities. Ongoing collaboration with schools will continue and updates will be provided to the committee throughout the year.	SE & DM
26.1.07	Self Evaluation and Action Plan (SEAP) 2025 LR presented the paper. This is the second year in which the Education Plan has been submitted to the SFC and QAA. The current SEAP reflects an evaluation of progress since the first report and includes an updated action plan.	

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	No feedback was received on last year's submission, as feedback was provided to UHI. Individual feedback is expected by the end of April this year.	
26.1.08	UHI Argyll Draft Academic Calendar 2026-2027 The paper was noted.	
26.1.09	Learning, Teaching and Enhancement Update a. SVR approach An update was provided on the SVR process and ongoing work to increase engagement with HISA. A new approach has been introduced through team meetings, supported by a Forms-based feedback tool with a short set of questions for students. The second iteration of the form will be issued this week. This provides an additional feedback mechanism alongside weekly team meetings. b. Return to Education A new Return to Education course commenced this week, with a more mature cohort of Access to College students. Higher levels of student support were anticipated, and the start date was chosen to ensure staff availability to meet these needs. c. Training week update Training week included a wide range of activity. The 'Planning for Retirement' session for support staff was very well attended. The equivalent session for teaching staff was cancelled due to low uptake. The Board development session was well attended, and thanks were noted to Board members for their participation. d. STEP Activity An update was provided on STEP, part of the national framework for education across Scotland. There are six projects in total, the main focus for Argyll is improving engagement with time-poor and cash-poor learners. The expected output is more coherent and accessible materials. CWD also referenced another project on language accessibility, which will be brought to SMT shortly. e. Qualifications Scotland update The paper was noted. f. Report on Sem2/Jan start recruitment January recruitment was successful and has been instrumental in supporting progress towards credit targets. Conversion rates are in line with expectations for this point in the year.	
26.1.10	HISA Report	

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	CWD spoke to the paper, highlighting key points. Student elections will begin on 9th March. The candidate list will be published on Monday, with voting opening the following week. A referendum will also take place to approve the new Articles. The new HISA CEO, Colin Munro, will take up post on 16th March. Engagement with the SVR system has dipped slightly towards the end of Semester 1. A survey will be issued shortly to evaluate the effectiveness of SVR training. Argyll has seen a significant increase in the number of trained SVRs this year. The Valentine's ceilidh was noted as a successful event. Drop-in sessions with CWD have been less well attended than hoped.	
26.1.11	Risk Register – LTE An update was provided on the LTE risks. The risk relating to failure to meet targets has reduced, reflecting the point reached in the AY and the impact of measures put in place, including revised recruitment processes, enhanced marketing activity and course redesign. The risk associated with MA numbers has increased. This is due to the college bidding for a slightly higher allocation than anticipated. While the college is expected to come close to its target, it is unlikely to be fully achieved. Other UHI partners are also unlikely to meet their MA targets. The risk relating to the funding council cap on maximum schools link credits has been reduced. Credits aligned to schools have been reduced and it was noted that the Scottish Government is placing less emphasis on schools link being treated as double-funding. JW provided background context for new members. The risk concerning student satisfaction has reduced. EES results were positive, and ongoing feedback mechanisms throughout the year indicate good levels of satisfaction. The risk relating to awarding body holds has also decreased.	
26.1.12	AOCB There was no further business raised. JW noted that this Committee should serve as a key strategic forum for the college and expressed a desire for it to take a more strategic focus going forward.	
26.1.13	Date of Next Meetings Board – Friday 13 March 2026 LTE Committee – Friday 29 May 2026	

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Outstanding Actions – LTE

Item	Action	Responsibility	Deadline	Outcome
26.1.03	Board Secretary to publish minutes	AB	May 26	Complete
26.1.06	SE & DM to meet to discuss schools drop off between June and August	SE & DM	May 26	Ongoing