Final Version Minutes of the LTE Committee Meeting

Held at 3.15pm on Friday 29 May 2026

via MS Teams

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

Present: B Buchanan-Smith (BB), I Jurgensen (IJ), J Wright (JW), K Roake (KR), M Coleman (MC) - Chair, P Wylie (PW)

Apologies: C Ward (CWD), S Easton (SE)

In Attendance: A Blakey (AB), A Close (AEC), D Mitchell (DM), M McKenna (MM)

No	Item	Action
26.2.01	**Welcome and apologies for absence** MC welcomed everyone to the meeting. Apologies were noted as above.	
26.2.02	**Declaration of interest & to identify if any items deemed to be confidential.** There were no declarations of interest or items deemed confidential.	
26.2.03	**Minutes of the Learning, Teaching and Engagement Committee meeting held on 27 February 2026** The minutes were approved as an accurate recording of the meeting. Board Secretary to publish.	AB
26.2.04	**Outstanding Actions** • SE & DM to meet to discuss schools drop off between June and August – partially complete. DM will meet with SE on his return	DM
26.2.05	**Progress towards targets – FE credits and HE FTEs** MM reported that the college is forecast to meet the minimum FE credit threshold. Full-time FE enrolments have increased, with a slight reduction noted in part-time and schools-based enrolments. HE performance remains strong, with the college achieving it's HE FTE targets. HE headcount is also increasing year-on-year as a percentage of target. Withdrawals continue to decline, reflecting the significant activity and interventions taking place across the college.	

26.2.06	**Update on Full Time Applications for 26-27** The Committee received an update summarising full-time applications for the 2026–27 autumn intake, with data reported to the end of April. Overall, recruitment appears positive at this stage. FE applications were particularly strong through February and March, though have tailed off slightly more recently. HE applications remain in a good position compared with the previous year, in contrast to trends reported by other UHI partners. Progression intentions from existing students were also reviewed. To date, 69 intention to progress forms have been received, with approximately 27% indicating they wish to progress from FE to HE. *IJ joined the meeting at 15:25.*	
26.2.07	**Student Satisfaction & Engagement Survey Initial Overview** The Committee received an update on the annual student survey, which includes 13 core questions set by the SFC. Response rates were lower than anticipated this year.	
26.2.08	**College Leaver Destinations** The Committee reviewed the latest College Leaver Destination data for full-time FE students, noting that HE data is collected centrally by UHI. An increase in positive destinations was noted. Approximately 40% of leavers are moving directly into employment, with the majority entering roles related to their course of study. Around half of all leavers are continuing in full-time education. No leavers were recorded as entering unemployment. BB noted that the positive destination figures could be used to support recruitment activity.	
26.2.09	**Policies to approve** There were no policies to approve.	
26.2.10	**Institutional Liaison Meeting Report** DM spoke to the paper and provided an update on the recent quality visit. This formed part of a targeted two-hour meeting, with a small number of college staff in attendance. No areas of particular concern were identified.	
26.2.11	**Draft Curriculum Review** DM presented the draft Curriculum Review, noting that it remains in draft form to allow incorporation of this year's results. The review considers	

	each vocational area, with the main outputs focused on future planning and strengthening links with industry. A packaged set of outputs, along with proposed actions, will be brought to the next Board meeting. The Committee asked about current engagement with industry. DM confirmed this is a work in progress. Examples included: • **Aquaculture:** part-funding a specialist to deliver content into schools. • **Horticulture:** working with industry partners to secure placements and develop next-gen courses. • **Hospitality:** recognised as an area requiring further development. IJ suggested targeting national hospitality providers given the predominance of SMEs locally. • **Childcare:** some progress, though further engagement is needed. • **Health & Social Care:** ongoing engagement with regional partners, including Carr Gomm. MC has established links with Construction/CITB and encouraged MM and DM to reach out if issues arise.	
26.2.12	**Learning, Teaching and Enhancement Update** **a. SVR Engagement – Semester 2** The Committee received an update on SVR engagement for Semester 2. 16 SVRs were in place this year, with 7 courses without a designated SVR. Efforts continue to encourage participation, as the training is beneficial for their development. Attendance at meetings remains inconsistent, so online forms have been introduced to ensure data can still be collected when SVRs do not attend. HISA supported the refinement of the questions. Emerging results align closely with the wider student satisfaction survey. **b. Staff Development Update** DM highlighted the Seeds of Change training package - a two-day programme delivered by CDN for lecturing staff. Feedback on the impact of the training will be collected at the next staff development session. **c. External Verification Visit Update** All external verification activity has been conducted virtually. Sixteen verifications have now been completed, with all areas currently rated green. One update was required for ESOL, which has already been addressed. The sector is moving to a risk-based model for MAs and SVQs, meaning visits will occur less frequently. **d. Student Support Summary**	

	PLSP figures remain broadly static compared with last year, though overall numbers remain high. The complexity of support needs continues to vary significantly across the student body. **e. MA Contract Update** A reduction in apprenticeship places was noted, linked to decreased aquaculture recruitment due to water-condition issues. No improvement is expected in the coming year, and the bid has been reduced accordingly. The College has been awarded 79 places for the current year, which the team considers realistic. MM noted a shift in messaging to emphasise that employers can upskill existing staff rather than recruit new employees. **f. NOLB Employability Courses** The College has secured £95k of funding to support the delivery of employability courses. The courses aim to provide opportunities for new learner groups, with a focus on Health & Social Care, Hospitality and the Blue Economy. The first Work Coach has now been recruited. MC requested an update on progress at the next Committee meeting.	SMT
26.2.13	**HISA Report** The paper was noted. JW highlighted that HISA are considering appointing two student representatives.	
26.2.14	**Risk Register – LTE** **02/L Failure to meet FE targets** The Committee reviewed the reassessed trend, which has shifted slightly upwards. It was noted that the college has limited control over this area and that school-based numbers are expected to decline over the coming years. A specific issue with one school was highlighted, and mitigation options are being explored. The Committee agreed to raise the risk to red, with a further review to take place at the next meeting. **03/L MA numbers allocated not being filled** The risk relating to Modern Apprenticeships has reduced slightly. The college has been allocated 79 MA places for the coming year, a more realistic figure compared with last year's bid of 105. Although the College did not meet its full allocation last year, this had no negative impact on staffing or income. Assessors are now taking a more active role in supporting apprentice recruitment, which is helping to stabilise the position.	
26.1.13	**AOCB** The Committee acknowledged that this would have been CWD's last meeting in his role as staff representative on the Board. Members	

	recorded their thanks to CWD for his contribution and support and wish him well for the future.	
26.1.13	**Date of Next Meetings** Board – Friday 12 June 2026 LTE Committee – Friday 28 August 2026	
	Signed by **…… Date ……** **Chair of LTE Committee**	

Outstanding Actions – LTE

Item	Action	Responsibility	Deadline	Outcome
26.1.03	Board Secretary to publish minutes	AB	Aug 26	Complete
26.2.04	SE & DM to meet to discuss schools drop off between June and August	DM	Aug 26	Ongoing
26.2.12	Provide an update to the Committee on the NOLB employability courses	SMT	Aug 26	Complete