



UNAPPROVED  
CIRCULATED

**Minutes – Inquorate Meeting of Learning, Teaching & Engagement Committee  
held at 10.30 am on Friday 30<sup>th</sup> August 2019 at Lorne Street, Lochgilphead**

**Present:** Andrew Campbell, Chair (AC); Amber Crowley (AmC)  
**Apologies:** Martin Jones (MJ); Danjana Ninkovich (Hisa Depute)  
**In Attendance:** Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Secretary)

	Item	Action
19.3.1	<b>Welcome &amp; apologies for absence.</b> Apologies from Martin Jones and Danjana Ninkovitch.	
19.3.2	<b>Declarations of interest &amp; any items deemed to be confidential.</b> There were no declarations of interest.	
19.3.3	<b>Minute of previous meeting held on 24<sup>th</sup> May 2019.</b> The minutes of the meeting were approved as an accurate record of the meeting and were signed by Andrew Campbell. <b>ACTION:</b> These will be taken to the Board for noting	VD
19.3.4	<b>Matters arising: Schools Link KPIs</b> EM stated that the investigation is ongoing into the Schools Link KPIs and the high withdrawal rates. Discussions with schools on how to improve withdrawal rates. <b>ACTION:</b> EM to continue investigation and report back to a future LTE meeting.	EM
19.3.5	<b>FE KPIs 2018/19</b> EM reported that KPIs are still being collated and will be brought to the board. Within full time FE courses there is a higher than normal partial success, resulting in a lower than expected success KPI. Detailed discussions are on-going with course teams to identify the reasons for high partial success.	EM
19.3.6	<b>2018-19 Final HE FTEs and FE Credit Count</b> EM confirmed that the FE credit count has been exceeded by 824 credits. These remain unfunded despite the college contributing significantly to the overall regional target. With the high number of part time hourly paid teaching staff employed by the college the majority of these credits will have incurred additional teaching costs. It is unclear at this stage whether the credit target for the college will be increased for 2019/20. HE FTEs – the target of 200 FTEs agreed at the early statistic return (ESR) in December 2018 has been achieved. <b>Noted.</b>	
19.3.7	<b>Update on Student Recruitment</b> EM stated that the increase in the teaching hourly rate has resulted in increased student numbers required to ensure courses are financially viable. Timetabling is attempting to schedule units that are taught in more than one course together, wherever possible. However with the complexity of a multi site operation this is a complex task.	
19.3.8	<b>Update on Learning, Teaching and Enhancement items in last quarter</b>	

	<p>a) <b>HMIe visit:</b> EM stated that there will be progress visits over 2 days in early December. This will include the college's HMIe, an additional HMIe, associate assessors and HMIe student team members.</p> <p>b) <b>Pilot of regional essential skills policy:</b> The policy was approved at the May meeting for piloting in 2019/20 in Hairdressing, Beauty and Horticulture (full-time courses). Core skills will be taught discretely in hair and beauty and will be mapped to vocational modules in horticulture.</p> <p>c) <b>HISA Awards (students nominating staff):</b> 2 winners in staff awards. 20% of the overall staff nominations that were highly commended were from Argyll College. In total 28 college staff were nominated for these awards.</p>	
19.3.9	<p><b>Policies for Approval</b></p> <p>- UHI Promoting a Positive Learning Environment</p> <p><b>Approved by committee.</b></p>	EM
19.3.10	<p><b>AOCB</b></p> <p><b>Recruitment of Board Members</b></p> <p><b>ACTION:</b> AC to confirm dates to VD to arrange sub-group meeting to discuss recruitment.</p> <p><b>Ratification of Minutes:</b> The Board is recommended to ratify the decisions made in principal at the inquorate meeting held on Friday 30<sup>th</sup> August 2019.</p>	AC/VD
19.3.11	<p><b>Date of next Learning, Teaching &amp; Engagement Committee.</b></p> <p>The next meeting will be held on 29<sup>th</sup> November 2019. Location TBC.</p>	
	<p><b>Signed by</b></p> <p>..... <b>Date</b> .....</p> <p><b>Chair of Learning, Teaching &amp; Engagement Committee</b></p>	