



**FINAL VERSION Minutes – Inquorate Meeting of Learning, Teaching & Engagement Committee
held at 12.30 pm on Friday 28th February 2020
at CERC, Lochgilphead**

Present: Andrew Campbell, Chair (AC); John Colston (JC); Martin Jones (MJ);
Apologies: No apologies
In Attendance: Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Secretary)

	Item	Action
20.1.1	Welcome & apologies for absence.	
20.1.2	Declarations of interest & any items deemed to be confidential. There were no declarations of interest.	
20.1.3	Minute of previous meeting held on 12th December 2019 (signed at December 2019 board meeting)	Approved & signed
20.1.4	Matters arising: Schools Link KPIs EM said the situation is ongoing and a detailed report on school withdrawal KPIs will be brought to the September meeting. The Schools Link and Apprenticeship Officer has ongoing close engagement with the schools. An element of further withdrawal relates to pupils leaving for pre apprenticeship programmes through WorkingRite. ACTION: EM to continue investigation and report back in September.	EM
20.1.5	Education Scotland progress visit EM confirmed that the report from the December visit included areas of identified good practice and areas for development. JC asked whether the college is addressing feedback to learner groups as per the report. EM said that increased engagement with the HISA Depute and student reps has helped with this, but there is room for improvement and the college will continue to identify ways in which the feedback to students can be improved, particularly where issues identified by students have been addressed. MJ stressed that improved relations between HISA and the board are important, timetabling constraints have meant the HISA Depute has been unable to attend many of the meetings this year. EM confirmed that the new Depute will be in place from July allowing a longer induction period before the start of the academic year.	
20.1.6	Update on progress towards targets – 2019/20 a) FE Credits: EM reported that the college is very close to achieving the credit target for the year and expected to substantially exceed the target. The target has not been increased for several years. MJ stated that growth areas such as marine training will require more credits. . This will be the third academic year that the college has substantially exceeded the credit target. b) HE FTEs: Achieved revised ESR target of 194. Next year the college HE FTE prediction is 195.3. In addition, outwith the RAM FTE predictions, the college will enrol PGDE students and there has been an increase in applications this year.	

20.1.7	<p>Early and Further withdrawal KPIs for full time FE courses to date 2019/20</p> <p>The report provided for the committee meeting has been withdrawn due to incorrect figures. A new report is attached.</p> <p>EM confirmed that 23 students have withdrawn in total to date. Centre staff continue to support students and put in place appropriate early interventions when students are identified as at risk of withdrawing. MJ confirmed that there is a new student counsellor starting on Monday 2 March, for which funding has been received. EM said that there has been a significant increase in students disclosing mental health issues.</p> <p>ACTION: EM to produce paper on student mental health for LTE Committee Meeting in May.</p>	EM
20.1.8	<p>Regional curriculum review process</p> <p>EM stated that this will be a useful process for standardising curriculum reviews across the region, with every academic partner undertaking an annual desktop curriculum review and a full review every three years with a focus on engagement with local stakeholders. . The implementation and paperwork has yet to be agreed. AC asked whether it has been met with support. EM and MJ confirmed that it has. JC asked if was developed by the partners. EM confirmed that it was. MJ said that it allows for a more holistic view and wider scope for partnership collaboration.</p>	
20.1.9	<p>Update on learning, teaching and enhancement items in last quarter:</p> <ul style="list-style-type: none"> a) Tutor induction process – this process will have a focus on learning and teaching, including teaching by VC and will initially be delivered to staff new to the college. . AC asked if it will cover all types of teaching. EM confirmed that it will. b) British Sign Language (BSL) delivery Rothesay - School approached centre manager to request BSL teaching to primary and secondary pupils and staff. AC asked if the is a demand for BSL. EM confirmed that there is. c) NPA Legal Services and NPA Accountancy delivery to schools – MJ said that the college is moving into different types of provision, this will deliver legal services and accountancy courses to 6th year students, to widen participation and access. This could also work outside of a school setting. EM confirmed that it will raise the profile of the college within schools and with guidance teachers and parents and it provides a more career orientated than vocational qualification. d) HNC Horticulture – EM confirmed that delivery is being expanded to Borders College. e) HNC Social Services – MJ is keen for the college to lead on Social Work and potentially have a degree. AC stated that the region is lacking in these services. 	
20.1.10	<p>AOCB</p> <p>Graduation - MJ confirmed that students and staff have been informed that this year’s graduation will take place in Dunoon. JC asked if there is evidence to show whether FE or HE students are more likely to attend. MJ said that mapping has been carried out on this but is not conclusive. MJ confirmed that there is a good opportunity for PR in Dunoon, there will be space to accommodate more guests and staff with the potential to live stream to centres.</p>	
20.1.11	<p>Date of next meeting.</p> <p>Committee Meetings – Friday 22nd May, Location TBC</p> <p>Board Meeting – Friday 5th June, Location TBC</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Learning, Teaching & Engagement Committee</p>	