



**Final Version Minutes – Learning, Teaching &
Engagement Committee
held at 10.30 pm on Friday 12th June 2020
via Webex Teams**

Present: Andrew Campbell, Chair (AMC); Elodie Nowinski (EM); Faye Tudor (FT); Rosemary Allford (RA); Vicky Gunn (VG); Martin Jones (MJ)
Apologies: No apologies
In Attendance: Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Secretary)

	Item	Action
20.2.1	Welcome & apologies for absence. The Chair welcomed all governors to the meeting and welcomed Elodie Nowinski, Rosemary Allford and Vicky Gunn to their first committee meeting.	
20.2.2	Declarations of interest & any items deemed to be confidential. There were no declarations of interest.	
20.2.3	Minute of previous meeting held on 28th February 2020 To be signed at next meeting held in person.	Approved
20.2.4	Matters arising: There were no matters arising	
20.2.5	Update on progress towards targets – 2019/20 <ul style="list-style-type: none"> a) FE Credits – EM confirmed that target had been exceeded by 397 as at 1st June. Year end position is expected to be around 7,200, as only May/June schools link activity still to be counted. This will be the fourth academic year that the college has exceeded the credit target by over 400 credits. There is additional cost to the college of over achievement but no additional income received. MJ stated that the over-delivery helps the region to meet its overall target with SFC and with Argyll College’s consistent track record it should be well placed to receive any extra credits that become available. FT asked whether the credit total includes things which could not be delivered due to covid-19. EM confirmed that it is only achieved credits. RA asked whether credit targets for this session and next session will take Covid-19’s impact into account? EM confirmed that the SFC have stated that colleges will receive the funding they were due this year and MJ stated that next year if any targets aren’t reached due to covid-19, there will be no loss of funding. b) HE FTEs – EM explained that unlike FE targets that are set by the region for each academic partner and have not been amended for a number of years, for HE each UHI academic partner submits predictions on expected achievement each year. 199.6 is the current FTE and is unlikely to change, with the target being 201. c) HE FTE predictions for 2020/21 – EM confirmed that next year’s prediction is 193.5. In addition, following interviews in February, 19 applicants have been offered places on PGDE Teacher Training programmes – primary and secondary. These FTEs are funding separately outwith the normal UHI resource allocation model (RAM) and outwith the normal HE FTE predictions. MJ added that local councils see PGDE as particularly important and the college would like to build on this type of activity 	Noted

	in both nursing and social work too, thereby providing a future workforce for rural areas. VG expressed interest in providing local education for key worker areas.	
20.2.6	<p>Early withdrawal KPIs</p> <p>EM explained that last year's early withdrawal figures had been disappointing but had improved this year, with 4% compared to 8% last year. EN asked if any particular measures had been implemented? EM stated that early intervention and good pastoral care were put in place by centre managers, and teaching and support staff had a heightened awareness of the importance of supporting and retaining students.</p> <p>VG asked if there might be an effect on continuity next year if students are unable to implement the more practical elements of their course, eg hairdressing and childcare placements. MJ acknowledged that it is critical that marketing activity for next year makes it clear to students what to expect, to avoid disappointment and disengagement which may result in early withdrawal. EM added that the college does offer several practical courses and some with work a placement element, and is talking to teaching teams and the college sector in general and taking guidance on how to ensure delivery by adapting or delaying certain elements. The position will be clearer at the next committee meetings.</p>	Noted
20.2.7	<p>Student Mental Health paper</p> <p>EM stated that there had been a significant increase in declaration of mental health issues, particularly in FE students. The appointment of a student counsellor in March has had a positive impact. FT commented that the student telephone survey had been useful, as mental health issues are one of the main problems centres deal with. EN confirmed that mental health issues are a problem for the college sector and supporting students in returning to college, or continuing to work from home, will be a priority next year and questioned whether there should be priority placed on who returns to the centre if social distancing continues. MJ confirmed that funding from SFC was allocated to engage the counsellor. RA supported the initiative and asked if its impact is being measured, given it is from specific funding. EM confirmed that the counsellor provides updates and the college will be reporting back to the SFC.</p>	
20.2.8	<p>Update on learning, teaching and enhancement items in last quarter:</p> <ul style="list-style-type: none"> a) May/June Schools Link Activity – EM stated that due to Covid-19 teaching staff have been given access to school's online systems for the first time. There are 11 schools in our area, each with different timetables and all want face-to-face teaching. This has helped to identify the advantages of online learning and in the future may help introduce our courses to smaller schools who haven't previously been able to get enough students to make a course viable. MJ expressed his hope that this might remove the barrier to efficient delivery by the college and enable future conversations with the council. b) Joint shared delivery of HNC/D Computing with WHC and NHC – EM confirmed that teaching teams across the 3 partner colleges have divided the units up, with an even split in credits. This ensures the viability of the course running each year, previously low numbers for individual colleges would result in difficult decision being made about course continuity. c) Promotional Videos – EM confirmed that the marketing team have produced promotional videos featuring Q&A sessions with teaching staff. Preparation is also under way for a virtual open day on 24th June. The marketing team are working closely with a teaching teams to develop an on-line induction programme for next year. d) Virtual CDN College Expo – EM explained that the Expo had been online this year with seminar sessions being delivered as a series of on-line tutorials. Argyll College's digital media tutor provided a tutorial at the event. <p>AMC was pleased to see the links with schools opening up further and the shared delivery with partner colleges. EN was impressed with the videos and joint shared delivery. FT was also pleased about the joint delivery, as it will help traditionally fragile numbers and guarantee the course running each year. VG stated that collaborative provision is key and if the model works it could be a prototype for delivery within UHI.</p>	

20.2.9	<p>Policies for approval</p> <p>EM explained that these are part of the UHI single policy project to align policies across the partnership and create common policies.</p> <ul style="list-style-type: none"> a) UHI PVG Policy b) UHI FE Guidance 	Approved
20.2.10	<p>Student Survey Summary</p> <p>EM explained that although teaching very quickly switched to online at the start of lockdown, there was concern about students engaging with their course and whether they were coping with mental health, finance, technology etc. Centre staff phoned all full time FE and HE students and in a conversational way ascertained how they were coping. The survey has been useful in allowing staff to follow-up where required and signpost students to the various mental health support available to them. EN queried whether those finding it difficult to work at home had specified why? EM confirmed that the reasons were generally due to other caring responsibilities, eg home schooling young children. FT confirmed that it had been a positive experience with many students pleased to hear a familiar voice.</p>	
20.2.11	<p>FE and HE applications to date for 2020/21</p> <p>EM confirmed that they are looking positive and explained that FE applications are always much later than HE. SVQ Childcare applicant numbers are quite low but this could be due to the impact of Covid-19 and potential applicants uncertainty about how work placements can happen. HE is up 16% on the same time last academic year. EN asked if a higher than usual churn is expected? EM said that we may get more HN students as they may decide to stay at home rather than move to larger towns and cities. MJ stated that given our mode of delivery is already networked for some courses, Covid-19 may not impact as negatively on us, although hands on courses may be more of an issue. RA said that students deciding to stay at home this year and delaying university may benefit Argyll College. VG also suggested that students anxious that they may not be able to secure work may decide to remain in education.</p>	
20.2.12	<p>QA actions taken to ensure adherence to awarding body guidance in relation not assessment and resulting of students</p> <p>EM explained that this was a summary of all the processes and procedures put in place to follow awarding body guidance and ensure robust decision making.</p>	Noted
20.2.13	<p>MA improvement action plan</p> <p>EM explained that there has been a consortium approach between 8 of the UHI partner colleges in contracting with SDS for the last 2 years. This effectively allows for more flexibility between partners and reduces bureaucracy. Following on from the usual monitoring and audit processes SDS issued an improvement notice, although individually each college had very little-non-compliance, overall action was required. The consortium and local college action plans have been submitted and a response is awaited from SDS.</p>	Noted
20.2.14	<p>SLA with Borders College for delivery of HNC Horticulture</p> <p>EM stated that the college has a very good team of horticulture tutors offering NC/HNC/HND across Argyll and also delivering HNC and HND to Dundee & Angus College. The HNC will now be delivered to Borders College from the start of the next academic year.</p> <p>MJ provided some strategic background that horticulture is a flagship for Argyll College, due to the individual involved and the physical environment of the region. This has allowed for provision to be exported to bigger colleges. Last year a member of staff had funding to develop more online materials as well as a MOOC, which will be available worldwide.</p>	
20.2.15	<p>AOCB</p> <p>MJ asked that the committee formerly acknowledge the hard work of teaching staff to make sure assessments took place and the student experience remained positive further to lockdown. The committee members concurred with this and AMC agreed that the work the college staff have been doing has been exceptional.</p>	

	AMC informed the committee that a new Chair is required for LTE and asked for notes of interest.	
20.2.16	Date of next meeting. Committee Meetings – Friday 11 th September, Location TBC Board Meeting – Friday 27 th September, Location TBC	
	Signed by Date Chair of Learning, Teaching & Engagement Committee	