



**Final Version Minutes – Learning, Teaching &
Engagement Committee
held at 12.30 pm on Friday 18th September 2020
via Webex Teams**

Present: Rosemary Allford, Chair (RA); Elodie Nowinski (EM); Faye Tudor (FT); Vicky Gunn (VG); HISA Depute (FD); Martin Jones (MJ)
Apologies: Andrew Campbell (AMC)
In Attendance: Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Secretary)

	Item	Action
20.3.1	Welcome & apologies for absence. The Chair welcomed all governors to the meeting and welcomed Filip Dabrowski, HISA Depute to his first committee meeting. Apologies received from Andrew Campbell.	
20.3.2	Declarations of interest & any items deemed to be confidential. There were no declarations of interest.	
20.3.3	Minute of previous meeting held on 12th June 2020 To be signed by Chair.	Approved RA/VD
20.3.4	Matters arising: There were no matters arising	
20.3.5	Final HE FTEs and FE Credit Count 2019/20 a) FE Credits – MJ confirmed these were positive and Argyll College is one of only 3 in the UHI region to have exceeded its target, although this does not receive extra funding. EM confirmed that UHI have not confirmed individual partners credit targets yet for 2020/21. EN asked whether credit target likely to be increased this year. EM stated that this is unlikely. RA asked whether the balance of curriculum offer will be looked at instead. EM stated that there are unlikely to be many part-time evening classes offered this year. b) HE FTEs – EM confirmed that HE FTE target was achieved.	Noted
20.3.6	Update on student recruitment 2020/21 MJ confirmed that full time FE recruitment is slightly down on last year but that decisions were taken earlier in the summer, mainly due to the pandemic, not to teach certain parts of the curriculum or to adjust the way some courses are taught. All students impacted have been offered alternatives. The SMT are mindful of making sure students are supported in the best way possible. EM confirmed that there is an amount of flux at this time in the academic year and the final full-time FE student number will be circa 157, down 16 from last year. Schools Link provision has mainly continued as normal, with over 600 school pupils starting their teaching in schools in mid August. On-line enrolled of these students is taking longer than normal. HE is very positive, above predicted numbers with circa 240 FTEs, of which 122 FTEs are taught by Argyll College teaching staff (mainly HNs) with the remainder hosted students, taught by other UHI partners and primarily enrolled on degree programmes. RA stated that this sounds positive. FT confirmed that HE numbers were positive in both Dunoon and Helensburgh. VG stated that the sector as a	

	<p>whole has been surprised with how well HE numbers have held up and asked whether Argyll College will struggle with student numbers once buildings are re-opened to students. MJ confirmed that timetabling is based on room capacity and student numbers for courses and realistically social-distancing will have to end before students can be brought back to centres. RA asked FD what opinion is from the student association, FD stated that the information is not available as yet, although most students are in favour of a return to centres. RA asked that FD come back to the board with the information when it is available.</p> <p>ACTION: RA asked that a note of thanks be sent to admissions, finance and student services.</p>	Noted
20.3.7	<p>Learning and teaching processes impacted or amended in response to Covid</p> <p>MJ reported that over the summer a new online student induction was developed, which will also enables students to refer to sections and information throughout the year. This was Covid initiated but a positive development. Work is being done on supporting students with technology where there might be a digital divide, laptop stocks have been increased to loan to students. SFC funds are helping with this.</p> <p>EM stated that work placements will be impacted, in particular within childcare provision where it is an integral part of many of the courses. Guidance is expected and needed from SQA, SSSC and other regulatory bodies before students will be able to access work placements. Guidance is also expected from awarding bodies, by end September, on closed book assessments and alternative assessment arrangements. Providing student support remotely can be difficult, the small student services team are working very hard to provide this. Regular contact with students and staff is more crucial than ever to make them feel engaged and supported. VG asked whether work related experiences could be developed. RA agreed this was an interesting point to consider and was pleased to hear about the new standardised student induction.</p>	
20.3.8	<p>Update on learning, teaching and enhancement items in last quarter:</p> <ol style="list-style-type: none"> Online induction – EM stated that this has been a very useful development and welcomed any feedback from students. The college is looking at how this on-line portal model can be adopted for other internal processes, such as staff induction, and induction into teaching and learning at Argyll College. RA expressed an interest in receiving ongoing student feedback. Joint shared delivery across UHI partnership – EM confirmed that within a number of HN programmes it had been agreed to jointly deliver these across a number of smaller UHI partners. This will ensure continued sustainability of this provision year on year to students in Argyll as well as providing teaching staff with a wider peer group and shared internal verification. Teaching teams were involved at the early stages of the process and were integral to agreeing the fair and equitable split in teaching between partners. Further discussions will be held with partners over this year to explore whether this approach can be widened, including within FE. Teaching induction for new tutors – EM confirmed a new induction programme for teaching staff has been developed. It is for those new to teaching for Argyll College, those new to teaching or those new to teaching online and is a 16 week programme taking teaching staff through every stage ending in observation. HMIE have engaged with Argyll College to ask for examples of best practice in delivering on-line learning. College staff will present to HMIE in mid October. 	
20.3.9	<p>Policies for approval</p> <p>EM explained that this policy is part of the UHI single policy project to align policies across the partnership and create common policies.</p> <ol style="list-style-type: none"> UHI Safeguarding Policy <p>ACTION: VD to inform Head of Student Services that policy is approved.</p>	Approved VD
20.3.10	AOCB	

	RA asked whether the planned Awayday was to take place. MJ confirmed that a meeting will take place on that date but it may not be in person.	
20.3.11	<p>Date of next meeting. Board Meeting/Awayday – Friday 2nd October, details TBC Committee Meetings – Friday 27th November, Location TBC Board Meeting – Friday 11th December, Location TBC</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Learning, Teaching & Engagement Committee</p>	