

**West Lothian College
Learning and Teaching Committee
Friday 11 March 2016, 10am**

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16.14	Date of Next Meeting: Tuesday 7 June 2016 at 9.15am	

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Minute of the Meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Tuesday 10 November 2015** at 9.15 am in Pavilion B Barbour Suite in the College.

Present: Sue Cook (Chair)
Mhairi Harrington
Iain McIntosh
Colin Miller
Alan Morton
Hayley Cadden
Jarmila Slodyczka

In attendance: Joanna Paterson (Minute Secretary)
George Hotchkiss (Assistant Principal, Curriculum & Innovation)
Lindsay Seywright (Assistant Principal, Curriculum & Planning)
Jenny Stalker (Head of Quality and Learner Services)
Colin Miller (Head of Essential Skills and Progression)
Susan McSeveney (Deputy Head Construction and Motor Vehicle) (Guest)

15.26 Welcome & Apologies

The Chair welcomed all to the Committee meeting. A special welcome was extended to Jarmila Slodyczka, Student Vice President, on her first meeting, and to Susan McSeveney.

There were no apologies.

15.27 Declarations of Interest

There were no declarations of interest.

15.28 Minutes of Previous Meetings

The minutes of the meeting of 2 June 2015 and the additional meeting of 14 September 2015 were approved as a true record.

15.29 Matters Arising from Previous Meetings

Members noted the paper detailing actions duly completed following the last two meetings. There were no other matters arising.

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15.30 Annual Report on Institution-Led Review of Quality 2014-15

The Head of Quality and Learner Services presented the draft report for 2014-15. It was noted that this is a required return to the Scottish Funding Council, to provide an overview of institutional reporting on quality, aligned with monitoring and reporting on the Regional Outcome Agreement (ROA).

It was agreed that the report fairly presented the positive achievements that had been secured during the 2014-15 period, and the many areas of good practice that were evident in the work of the College.

It was acknowledged that the performance in relation to further withdrawal and early withdrawal was the main area that required further analysis and action. This was a complex area, with many factors potentially affecting an individual decision to leave, but it was important to continue to work towards improvement in this area.

It was noted that additional measures in relation to learning support and promoting well-being had already been put in place, but their impact was not yet captured in the reporting cycle. Activity in areas like student support was up, in part because of increased awareness and greater numbers of referrals. It was noted that the Student Association was also looking at ways to offer an open doors drop in service, which could help to signpost students to sources of support.

It was agreed to recommend the report to the Board for approval and endorsement.

Action 1: Board Secretary

15.31 Scottish Funding Council Self Evaluation Report 2014-15

The Assistant Principal, Curriculum and Planning, presented the draft annual self-evaluation report on the Regional Outcome Agreement (ROA) outputs for 2014-15.

It was agreed that the final report should pull out and highlight some aspects of the data more fully to help illustrate the context within which the College is delivering, for example the percentage of young learners the College supports, and the number of students coming from deprived areas.

Action 2: Assistant Principal, Curriculum and Planning

It was noted that it would be useful to be able to capture the eventual destination of articulation students, partly as a way to chart successful outcomes but also as a way of motivating other students. It was recognised however that this could not easily be captured from existing data.

15.32 Draft Regional Outcome Agreement (ROA) 2016-17

The Assistant Principal, Curriculum and Planning, presented the Draft Regional Outcome Agreement (ROA) for 2016-17.

The Committee in reviewing its Terms of Reference had agreed that it would be useful for the Committee to consider the draft ROA before it was put to the Board for approval. Although the report was still in draft form, it would be useful at this stage to get input from members, and also to get agreement for the proposed priority outputs for delivery in 2016-17.

In discussion it was recognised that some targets (for example around female enrolment) might be hard to deliver, requiring shifts in attitudes and behaviour within schools, the media, wider society, parents and families as well as actions that the College could take.

It was agreed that it would be helpful at this stage in the ROA cycle to look at what had been achieved and consider adjusting some targets in the light of that improved understanding and experience.

It was recognised that it was difficult to plan in some areas given the regular shifts in external priorities and target setting, and it might be useful to flag this as part of the wider context the College was working in.

It was agreed that, subject to further drafting work and consideration of the targets in the context of delivery experience, the ROA should be put to the Board for approval.

Action 3: Assistant Principal, Curriculum and Planning; Board Secretary

15.33 Quality and Learner Services Update

The Head of Quality and Learner Services introduced the quarterly report, highlighting in particular courses brought forward for approval in 2016-17, and a report on Learning and Development for teaching staff.

The Committee noted the wide range of positive work that had been taken forward across the spectrum of College activities. It was noted that the graduation had once again been extremely successful and was generating some positive PR for the College.

The course submissions brought forward for approval in 2016-17 were approved. It was noted that these would be considered in the context of a full portfolio review.

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The Committee discussed the review of Learning and Development for 2012-15. It was agreed that this was a very positive report, reflecting the College's commitment to quality and best practice.

It would be useful to strengthen the report in some areas, for example showing the numbers of lecturers undertaking the Teaching Qualification in Further Education (TFQE) as a proportion of the total number of lecturing staff, and to show comparisons with other Colleges (where the data was available).

It was recommended that a presentation on Learning and Development and how it contributes to the Board's strategic themes should be made at either the December or March meeting of the Board.

Action 4: Board Secretary

15.34 UCAS and Articulation Report 2014-15

The Assistant Principal, Curriculum and Planning, presented the report for 2015 entry on the number of students from the College who articulated to university, and to which university they progressed.

It was noted that it was not easy to pull out the data on articulation, and there were not currently ways to pick out long term outcomes and destinations for articulating students. It was suggested that partnering universities could be asked to provide more tracking data as part of articulation agreements. This could be helpful for their own monitoring purposes also.

It was agreed that the report reflected a very positive story. It would also be useful however to dig further into pockets of the data to identify potential areas for further improvement. It would be helpful to understand for example what lay behind the number of students that had not been placed, and what they had gone on to do.

15.35 Student Association Update

The Student Association President presented the report on the work of the Student Association in the period June to December 2015. This included training and engagement with class representatives, and changes to the way the officer structure works to give a greater number of people the opportunity to be involved. Officer groups will be taking forward their own work programmes, supported by a local budget. Student engagement is also being supported through the work on volunteering, and a wide range of sporting activities and events.

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The Committee agreed that this wide and varied range of activities represented both a great deal of hard work and very positive examples of ways to engage and connect with students.

It was noted that the Association was organising a student survey that would feed into the Education Scotland review in January. It would be helpful to consider options for encouraging participation in the survey (eg a prize draw), and also to encourage students to take part in both this and the Student On Course Evaluation which was now live.

15.36 Terms of Reference and Schedule of Papers

The Board Secretary presented the proposed new Terms of Reference which had been further redrafted to reflect the discussions at the additional meeting on 14 September. It was agreed that the new Terms should be put forward for approval by the Board.

15.37 Committee Self Evaluation

Members of the Committee had a collective discussion about the work of the Committee over the last year in relation to principles of best practice and good governance in committee management.

Comments were gathered to be included in a composite paper from all Committees to the Board. This would include some suggestions about ways to further strengthen Board awareness and understanding of learning and teaching issues.

There was one specific action for the Learning and Teaching Committee that, since there was sometimes a delay in postal delivery, papers should be issued to members electronically as well as hard copy.

Action 5: Board Secretary

15.38 Any Other Competent Business

There were no other items of business.

15.39 Review of Meeting and Training Needs

It was agreed that it would be a useful discipline for the Board Secretary to take a note of any development needs that are flagged up during meetings, and include in the 'review of meeting and training' slot in the minutes. This would help to keep track of emerging training / development needs.

Action 6: Board Secretary

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15.40 Date of Next Meeting

The next meeting would take place on Tuesday 1 March 2016 at 9.15 am.

Note: There were no matters discussed during the meeting, during which Members declared any conflict of interest, or the Secretary to the Board was aware from the Register of Interests that discussion could give rise to such a conflict.

Signed
Chair, Learning and Teaching Committee

Date