

West Lothian College

3 December 2018

Learning & Teaching Committee

Minute of the Extra Ordinary Meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Thursday 25 October** at 11.30am in Barbour Room, Pavilion B of the College.

Present: Sue Cook (Chair)
Jackie Galbraith (Principal & Chief Executive)
Alan Morton
Tom Bates
Michelle Low
Gemma Reynolds

In attendance: Moira Niven (Board Member observer)
Norman Ross (Board Member observer)
Scott Anderson (Education Scotland)
George Hotchkiss (Vice Principal, Curriculum & Planning)
Jennifer McLaren (Vice Principal, Finance & Curriculum Services)
Jenny Stalker (Quality Manager)
Karine McNair (Secretary to the Board)

Welcome & Apologies

The Chair welcomed everyone to the meeting especially Scott Anderson and the observing Board members.

Apologies had been received from Iain McIntosh.

Declarations of Interest

There were no declarations of interest.

Evaluative Report 2017-18 & Enhancement Plan 2018-21

The Principal introduced the Evaluative Report and Enhancement Plan noting that the Extra Ordinary meeting of the Learning & Teaching Committee had been called to allow the Committee to comment on and approve the documents prior to the Education Scotland deadline of 31 October 2018.

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The Evaluative Report's grading of 'Good' for all 3 categories was based on robust self-evaluation within the College and the Enhancement Plan incorporated actions to seek improvement.

The following specific comments were made:

It was agreed that a 'terminology table' would be added to the report to clarify the range of figures expressed by 'almost all', 'some' and 'majority'.

Page 9 - The Committee requested that the sector averages of the Report be reported consistently throughout the body of the report

Page 12 – The Committee recognised that the College works closely with many partners, especially schools, and requested that some comment was included within the Report to recognise the strong partnership work.

Page 19 - The Committee were concerned about the lack of consistency in learning and teaching quality across the College and the fact that not all curriculum and service managers led teams effectively and supported continuous assessment. The related areas for development were noted and the Committee were interested to hear how the implementation of Power-Bi may help to improve the quality of management information, therefore help managers to be more informed and accountable.

Page 19 - The Committee requested that the wording on page 19 referring to the Student Association's involvement be changed to reflect the fact that due to a lack of information, they were not *able* to be involved.

Overall the Committee commented that the Evaluative Report was a sound document which gave a realistic view of the College and the gradings seemed appropriate. The Evaluative Report was approved by the Committee.

The Committee were satisfied with the content of the Enhancement Plan. The Enhancement Plan was approved by the Committee.

The Committee praised the hard work and effort of all staff involved in producing the documents especially Jenny Stalker, Bill Dunsmuir and Tom Thomson.

Any further comments from the Committee were requested to be sent to the Board Secretary by Monday 29 October.

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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