

West Lothian College

3 June 2020

Learning & Teaching Committee

Minute of the Meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Wednesday 4 March at 9.30am** in Barbour Room, Pavilion B of the College.

Present: Iain McIntosh (Chair)
Jackie Galbraith (Principal & Chief Executive)
Alex Linkston (Chair of the Board of Governors)
Neil Sinclair (Academic Staff Board Member)
Gemma Reynolds (Vice President, Student Association)

In attendance: Simon Earp (Vice Principal, Curriculum & Enterprise)
Jennifer McLaren (Vice Principal, Finance & Curriculum Services)
Emma Marriot, Shadow Board Member
Jenny Stalker (Head of Quality & Learner Services)
Scott Anderson (Education Scotland)
Philip McGuinness (Scottish Funding Council)
Steven Addy (Lecturer, Computing and Engineering)
Janet Campbell (Education Scotland) item 6 only
Carol McLaughlan (Executive Secretary)
Sandra Callan (Executive Secretary)

1 **Welcome & Apologies**

The Chair welcomed everyone to the meeting, especially Janet Campbell, Scott Anderson, Philip McGuinness, Emma Marriott and Steven Addy. Apologies were received from Tom Bates and Elaine Cook.

2 **Declarations of Interest**

There were no declarations of interest.

3 **Minutes of Meeting of 27 November 2019**

The minutes of the meeting of 27 November 2019 were approved as a correct record.

4 Matters Arising from Minute of Meeting of 27 November 2019

Action 2 is on agenda.

Action 5 is ongoing.

The Committee noted all other actions as duly completed.

i) Analysis of Late Applicant Success

Vice Principal, Curriculum and Enterprise presented Paper 3 noting that late applicants are not as successful as their counterparts who apply online. However, it was noted that the numbers being reported on are small and that there are no discernible patterns between courses/ centres. The Curriculum Leadership Team will discuss the report and consider any appropriate actions. It was agreed that updates are not required, given the low numbers concerned.

5 Student Association Report

The Student Association Vice-President presented Paper 4 noting that SPARKLE Block 2 will start on Monday 9 March 2020.

The Committee thanked the Student Association for a full and concise report, also noting that, in the Scottish Parliament, Neil Findlay MSP had recognised the work involved in the recent Refreshers Fair.

Performance and Planning

6 Education Scotland Progress Visit Presentation

Janet Campbell, HMI Managing Inspector, gave an informative presentation highlighting the main messages from the Progress Visit report. The college is required to submit a further evaluative report by October 2020 and guidance will be available by Easter 2020.

The Committee thanked Janet Campbell for her presentation and noted that it was reassuring to the Committee that the college is making good progress.

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7 Key Performance Indicators 2018-19

The Principal presented Paper 5 and discussion was held on this information. Scottish Funding Council representative noted that from their perspective there was a good improvement across all metrics over the past three to four years which is a sign of a healthy college. Principal and Chief Executive provided reassurance to the Committee that teams are actively looking at and using this data.

8 Draft Outcome Agreement 2020-23

The Principal presented Paper 6 commenting that this first draft had been shared with Scottish Funding Council and the Committee's initial thoughts were welcomed. Discussion held and suggestions made for changes. The agreement, incorporating the suggested changes, will be finalised by April 2020 and shared with the Committee at that time.

The Principal noted that the Minister for Further Education will be coming to the college on 11 March 2020 to launch the second report of the STEM Strategy and thanked Scottish Funding Council for suggesting the college for this prestigious launch.

The Committee was content to approve the paper and were requested to email the Principal with any specific suggestions on the draft and the target figures in the appendix.

Action 1: Board Members**Regular Monitoring****9 Early Withdrawals Update**

Vice Principal, Finance & Curriculum Services presented Paper 7 noting that while the figures are constantly changing the latest figures present a good picture.

It was noted that Construction had a higher rate of early withdrawals for FEFT than other centres and that centre managers are actively addressing withdrawal rates. It was also noted that a high percentage of early withdrawals give 'other' as the reason for leaving their course. The academic staff board member advised that selecting 'other' enables the lecturer to provide a narrative for reasons that do not fit with the options available or if there are multiple reasons.

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The Committee requested that a further report be presented at the next meeting to provide further assurance and agreed that ways to report on the narrative information should be explored.

Action 2: Vice Principal, Finance and Curriculum Services

10 Credits 2019-20

Vice Principal, Finance & Curriculum Services presented Paper 8 noting that an allocation of 333 additional credits have now been approved for 2019-20 (non-consolidated).

The Committee noted that the college is in a position of growth and that there are no concerns at this stage.

11 Applications 2020-21

Vice Principal, Curriculum and Enterprise gave a presentation on current applications information, providing comparison data with previous years and noting areas of demand. It was also noted that online applications for part-time study and online payments were introduced for the first time.

The Committee discussed the data provided and noted that this was very helpful information.

The Committee were assured that elements of the business continuity plan had been instigated in relation to the coronavirus situation and that a plan would be put in place to engage should the situation affect the planned open days.

Action 3: Vice Principal, Curriculum and Enterprise

12 Student Funds

Vice Principal, Finance & Curriculum Services presented Paper 9.

The Committee noted the paper and acknowledged the additional student funds allocated from the Scottish Funding Council.

Quality

13 Quality Assurance and Enhancement Report

Head of Quality & Learner Services presented Paper 10 noting that a number of external verification visits have now taken place and feedback was very good.

The Committee noted a positive report which demonstrated a great deal of activity in the college and requested that a presentation on QMS4VET be given at the next meeting. The Committee also requested that praise should be given to the areas where lesson observations had been completed or were booked in.

Action 4: Head of Quality & Learner Services

14 College Response to SPARKLE Report

Head of Quality & Learner Services presented Paper 11 noting that although the paper mainly concentrates on areas where action is required, most feedback received was positive.

Student Association Vice-President noted that increased partnership working across the college over the past year has resulted in more engagement in comparison to the previous year.

The Committee noted the paper.

15 Any Other Business

There were no other items of business.

16 Review of Meeting, Supporting Papers and Development Plan

The Committee noted that the papers being presented to the Committee are increasingly concise and informative and that they were content with the information received.

Given that a board effectiveness review was being undertaken in the Spring, self-evaluation meetings were not required in 2020.

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17 Date of Next Meeting

The next meeting would take place on Wednesday 3 June 2020 at 9.30am.

Signed
Chair, Learning and Teaching Committee

Date