

## West Lothian College

9 September 2020

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### Learning and Teaching Committee

Minute of the Meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Wednesday 3 June 2020 at 10.00am** via Zoom video meeting.

**Present:** Iain McIntosh (Chair)  
Jackie Galbraith (Principal & Chief Executive)  
Tom Bates  
Elaine Cook  
Alex Linkston (Chair of the Board of Governors)  
Neil Sinclair (Academic Staff Board Member)

**In attendance:** Simon Earp (Vice Principal, Curriculum & Enterprise)  
Jennifer McLaren (Vice Principal, Finance & Curriculum Services)  
Jenny Stalker (Head of Quality & Learner Services)  
Scott Anderson (Education Scotland)  
Beth Brownlee (Depute Centre Head, Business & Creative)  
Carol McLaughlan (Executive Secretary)

#### 1 **Welcome & Apologies**

The Chair welcomed everyone to the online Zoom meeting, noting attendance by Beth Brownlee. Apologies were received from Michelle Low and Gemma Reynolds of the Student Association.

#### 2 **Declarations of Interest**

There were no declarations of interest.

#### 3 **Minutes of Meeting of 4 March 2020**

The minutes of the meeting of 4 March were approved as a correct record.

#### 4 **Matters Arising from Minute of Meeting of 4 March 2020**

Regarding Action 2, Vice Principal, Finance and Curriculum Services, advised that this is on hold due to Covid19 emergency situation and will be picked up when the college is able to resume normal operations.

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Regarding Action 3, Vice Principal, Curriculum and Enterprise, advised that this is on the agenda.

Regarding Action 4, Head of Quality and Learner Services advised that this is on hold due to Covid19 emergency situation and provided a verbal update on QMS4VET project. The Committee agreed that the planned presentation on QMS4VET would be scheduled for the Learning & Teaching Committee meeting on 18 November 2020.

### **Action 1: Head of Quality and Learner Services**

The Committee noted all other actions as duly completed.

## **5 Student Association Report (Verbal)**

Head of Quality and Learner Services gave an update on behalf of the Student Association, highlighting the work undertaken during the Covid19 situation, noting that the key focus had been on helping to reduce social isolation for students.

It was noted that Michelle Low, Student Association President, and Gemma Reynolds, Vice-President, were not in attendance today as they are currently on furlough. It was also noted that this would have been their last meeting as they will be leaving their posts with the Student Association at the end of two years, as planned.

The Committee acknowledged the outstanding work undertaken by Michelle and Gemma over the past two years and agree that formal notes of thanks should be sent to both. It was also noted that Neil Findlay, MSP, had acknowledged these achievements in Parliament.

### **Action 2: Board Members**

Following recent elections, Jinty Dobson and Kirsti Clark will take up the posts of President and Vice-President, respectively, from 12 August 2020. It was noted that Jinty has been working with the Student Association as an ambassador during this current academic year.

The Committee acknowledged that having this continuity will be helpful going forward and look forward to welcoming Jinty and Kirsti as members of the committee.

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### 6 Credit Update 2019-20

Vice Principal, Finance and Curriculum Services, presented Paper 3 and discussed credit position, noting that we are on track to exceed target.

The Committee noted that this is an excellent achievement given the position since March.

### 7 Recruitment Update 2020-21

Vice Principal, Curriculum and Enterprise, presented Paper 4, and updated the Committee on the current position with applications and offer rates for programmes, including schools. It was noted that while there has been a fall in applications received, which is in line with the rest of the sector, the rate of offers is higher than in previous years, which is thought to be due to a revised admissions process put in place as the college entered the Covid19 lockdown period.

Areas of concern were discussed and the Committee were reassured that these courses were being actively monitored, acknowledging the efforts of staff in maintaining close contact with applicants.

Concerns in relation to some schools programmes, including FA courses, were being addressed by close partnership working. A joint college/council team is actively engaged in looking at all aspects of the schools programme, including potential issues with transport arrangements due to Covid19 restrictions, and it was noted that employers previously engaged in providing placements have indicated a strong commitment to continue to provide these.

The Principal advised the Committee of the aim to have lecturers starting back on 17 August and to start full-time courses on 21 September. This would allow time for lecturers to make the necessary preparations for delivering courses in the new academic year.

The college's first virtual Open Day event is scheduled for 4 June. 107 potential applicants have registered to participate in the event. An update will be provided to the next meeting.

#### **Action 3: Vice Principal, Curriculum and Enterprise**

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

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### 8 Update from Quality and Learner Services

Head of Quality & Learner Services presented Paper 5 noting that work has been focused on getting students to completion and supporting the curriculum teams with this. A strategy for exiting lockdown is now being prepared.

It was noted that while a number of courses are unable to be holistically resulted, plans are being put in place to defer students to the next academic year and to ensure that they are not disadvantaged in terms of progress.

The Committee noted the content of this positive report and acknowledged the cross-college effort that had taken place, including the tremendous efforts made by Jenny Stalker which had helped bring the whole college together.

The Committee noted that this was Jenny Stalker's last meeting as she will be leaving the college. The Committee thanked Jenny Stalker for her hard work and achievements over the years, were pleased to acknowledge that the level of quality within the college is at such a high level, and wished her well for the future. A welcome was extended to Beth Brownlee who will take up this post following Jenny's departure.

### 9 Review of Committee Remit

Vice Principal, Finance and Curriculum Services, presented Paper 6 for discussion.

It was agreed that the 'College Annual Equalities Mainstreaming Report and Action Plan' (Item 7e) would be welcome at future meetings.

The Committee agreed all other proposed minor changes, accepted the remit as comprehensive and accurate and agreed to recommend the Committee Remit to the Board for approval.

#### Action 4: Board Secretary

### 10 Any Other Business

There were no other items of business.

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## 11 Self-Evaluation of Committee

Management left the meeting and the Committee discussed the various prompts for self-evaluation. A separate paper would be produced showing the feedback from this exercise at the next meeting.

### Action 5 – Board Secretary

The Committee agreed a change to the start time of the Learning and Teaching Committee meetings going forward. The agreed new start time will be 10.30am.

### Action 6 – Board Secretary

## 12 Date of Next Meeting

The next meeting would take place on Wednesday 9 September 2020 at 10.30am, which was the new start time agreed by the Committee during the Self-Evaluation exercise.

**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 .....