

West Lothian College

18 November 2020

Learning and Teaching Committee

Minute of the Meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Wednesday 9 September 2020 at 10.30am** via Zoom video meeting.

Present: Iain McIntosh (Chair)
Jackie Galbraith (Principal and Chief Executive)
Tom Bates
Elaine Cook
Alex Linkston (Chair of the Board of Governors)
Neil Sinclair (Academic Staff Board Member)
Jeanette Dobson (President, Student Association)
Kirsti Clark (Vice President, Student Association)

In attendance: Simon Earp (Vice Principal, Performance and Improvement)
Sarah-Jane Linton (Vice Principal, Learning and Attainment)
Jennifer McLaren (Vice Principal, Finance and Corporate Services)
Beth Brownlee (Head of Quality, Student Support and Learning Resources)
Scott Anderson (Education Scotland)
Seamus Spencer (Scottish Funding Council)
Hazel Brady (Director, Business, Creative and Enterprise faculty)
Carol McLaughlan (Executive Secretary)

1 **Welcome & Apologies**

The Chair welcomed everyone to the online Zoom meeting, noting apologies from Emma Marriott. Sarah-Jane Linton was welcomed as Vice Principal, Learning and Attainment. Jeanette Dobson and Kirsty Clark were welcomed as President and Vice President, respectively, of the Student Association. It was also noted that Hazel Brady was in attendance and would present Item 5 (ii) to the Committee.

2 **Declarations of Interest**

There were no declarations of interest.

3 **Minutes of Meeting of 3 June 2020**

The minutes of the meeting of 3 June were approved as a correct record.

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4 Matters Arising from Minute of Meeting of 3 June 2020

Regarding Action 1, Head of Quality, Student Support and Learning Resources confirmed that a presentation on QMS4VET would take place at the Learning and Teaching Committee meeting on 18 November 2020.

Action 1: Head of Quality, Student Support and Learning Resources

The Committee noted all other actions as duly completed.

5 (i) Student Association Report (Verbal)

The Student Association President and Vice President gave an overview of training they have undertaken in preparation for their roles, work already in progress and future plans. It was noted that the key focus going forward will be in supporting students with mental health and digital poverty. The importance of working towards bringing students back on campus was noted in relation to reducing isolation following the Covid-19 lockdown period.

The Student Association has teamed up with 'Virtual Freshers' to enable students to participate in this festival.

It is planned that work will be undertaken to recruit student volunteers and centre ambassadors and to develop new ways to deliver SPARKLE postCovid, including rewriting questions to ensure relevance.

Work will also be undertaken to involve students in contributing to the STAR Awards for staff. Further information on this will be included in the report for the next committee meeting.

The Chair acknowledged that the plans outlined in the verbal report were positive, covered a wide range of important issues and that the Committee would look forward to receiving a written update report at the next meeting.

(ii) Spotlight on Faculty – Business, Creative and Enterprise

Director of Business, Creative and Enterprise faculty gave an informative presentation, providing an overview of the faculty and information on courses, staffing and resources. The work undertaken prior to the Covid-19 college closure in March and in preparation for the return to college in August 2020 was highlighted and the outstanding efforts of the team were noted.

The Committee acknowledged the work undertaken and was appreciative of a very positive and inspiring presentation and vision for the faculty.

(iii) School Leavers Destinations 2018-19

Vice Principal, Performance and Improvement, presented Paper 3, noting that the college remains the number one destination for school leavers. Joint work is being undertaken with West Lothian Council Education Services to look at where increasing demand is in the marketplace.

6 Performance

(i) Initial Analysis of KPIs 2019-20

Vice Principal, Performance and Improvement, advised the Committee that due to the issues with the Covid-19 situation work is still ongoing to finalise student success KPIs.

It was agreed that the initial analysis of KPIs would be circulated to the Committee when available, in advance of the next meeting. Scott Anderson expressed an interest in knowing the impact of Covid-19.

Action 2: Vice Principal, Performance and Improvement

The Committee agreed that the excellent efforts of staff working with deferred students and preparing for new students should be formally acknowledged.

Action 3: Principal

(ii) SQA Exam Results 2019-20

Vice Principal, Performance and Improvement, presented Paper 4, noting that the ability to compare year on year data has been impacted by the Covid-19 situation. However, where students participated in SQA exams in 2019-20 the results were much improved.

It was noted that particular groups of school pupils have been identified as being at risk of a negative destination due to the current situation and opportunities are being looked at. It was recognised that employer involvement was critical. Elaine Cook noted the excellent collaborative work being undertaken between the college and schools at this critical time.

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(iii) Credit Target Update 2019-20

Vice Principal, Performance and Improvement, presented Paper 5, and invited the Committee to note the contents.

(iv) Recruitment Update 2019-20

Vice Principal, Performance and Improvement, presented Paper 6. It was noted that figures are changing daily at this time but that the situation looks positive and inductions will take place next week.

It was noted that schools are 60% enrolled against target and that the previously identified concerns in relation to FA courses are being addressed.

Discussion was held in relation to engineering student progression. It was noted that although recruitment to engineering is reasonably robust, promotion of engineering and computing should be increased in schools. Elaine Cook advised the Committee that DYW/Education Services will be focusing on this. The Chair suggested that efforts are also targeted at primary school pupils.

Vice Principal, Performance and Improvement, also provided a verbal update in relation to the college's first virtual Open Day held on 4 June. Positive feedback had been received.

The Committee noted the good work and recommended that a virtual event continues to take place alongside future Open Days held on campus.

7 Quality

(i) Quality, Student Support and Learning Resources Update

Head of Quality, Student Support and Learning Resources presented Paper 7, giving the Committee an overview of the range of work being undertaken within each area. It was noted that the majority of students had successfully completed their learning in 2019-20 and that work was now focused on preparing for students returning to college.

The Principal advised that joint working is now in the process of taking place with the Council's Digital Learning team, which is very positive.

The Committee thanked Beth Brownlee for presenting a very clear and concise report in her first meeting as head of this new department, noting the content and the good work being undertaken by staff.

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8 Any Other Business

- (i) Alex Linkston requested that the Learning and Teaching Committee records sincere thanks to all staff for the tremendous achievement in responding to the Covid-19 situation, noting the amount of additional work undertaken and skills demonstrated. The Committee agreed with this suggestion.

Action 4: Principal

9 Review of Meeting and Supporting Papers

Following discussion, the Committee agreed that the online meeting was very effective and chaired well. Reports provided were of a good standard and ensured that the Committee was kept well informed and up to date.

10 Self-Evaluation of Committee

Vice Principal, Finance and Corporate Services, presented Paper 8, which was duly approved by the Committee.

11 Date of Next Meeting

The next meeting is scheduled to take place on Wednesday 18 November 2020 at 10.30am.

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