

## West Lothian College

8 September 2021

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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 16 June 2021 at 10.30am** via Zoom online.

**For information:** A pre-meeting was held with Committee Members and a representative from the Beauty Therapy Team to share the facilities and enable members to talk directly to staff and students. The Committee thanked the team for providing a very positive and authentic insight into the college.

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

**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)  
Margaret Forisky (Director, Access, Employability and Schools)  
Lesley Aitkenhead (Board Governance Secretary)

#### 1 Welcome & Apologies

The Chair welcomed everyone to the online Zoom meeting and thanked Margaret Forisky for attending to present Item 6 on the agenda.

Apologies were noted from Tom Bates and Kirsti Clark. Sue Stahly will join as an observer at the next meeting on 8 September 2021.

#### 2 Declarations of Interest

There were no declarations of interest.

#### 3 Minutes of Meeting of 24 February 2021

The minutes of the meeting of 24 February 2021 were approved as a correct record.

**4 Matters Arising from Minute of Meeting of 24 February 2021**

**Action L1: Head of Quality, Student Support and Learning Resources**

The committee agreed to close this action, with an update included in the Quality & Enhancement Report (Paper 12) on agenda item 9 (i)

**Action L2: Completed**

**Action L3: Board Governance Advisor**

The committee agreed to close this action. The effectiveness of the committee will be managed as a process of continuous improvement and actions will be tracked as part of the Board Development Plan, with oversight by the Board.

**5 Student Association Report**

The Student Association President and Vice President presented Paper 3 which highlighted the work being undertaken and future plans.

It has been a challenging year but the response from students in a recent survey was very positive, and there was a real 'buzz' about the college. The creation of a Strategic Plan has provided a good structure and focus for the Student Association, with a new LGBT initiative being kicked off in September with support from two new Kickstart employees.

The committee thanked the Student Association for a positive report and noted the quality and importance of the work being undertaken. The committee particularly valued the case studies.

**6 Spotlight on Faculty – Access, Employability and Schools**

Director of Access, Employability and Schools gave an informative presentation covering the areas of focus for this faculty. The committee found the presentation to be very powerful and the presenter was able to highlight the impact of this work, bringing it to life through case studies.

The presentation generated good discussion, particularly on the topic of Trauma Responsive Practice, with an action noted for a future discussion on this topic. The committee noted the key points highlighted by the presenter, including the ability to adapt, making use of shorter learning courses, and to increase working with partners.

The committee commented on the quality of the presentation and the passion and clear articulation of the value of this work by the presenter.

**Action 1: Board Governance Advisor**

The Board Governance Advisor will work with the Principal and Vice Principals to agree a timetable for future presentations. This will be available to all Board Members.

A copy of the presentation has been circulated with the minutes.

**7 Strategy and Planning**

**(i) Student Satisfaction**

The Vice Principal, Performance & Improvement presented Paper 4, noting the outcome of the student satisfaction and engagement survey for 2020-21.

Overall, the committee noted the report to be positive, given the exceptional circumstances, and noted that the college continues to identify areas for improvement.

The committee commented on the added value from the student comments, which provided great insight.

**(ii) Curriculum Plan 2021-22**

Vice Principal, Learning & Attainment presented Paper 5, as an update on the agreed curriculum plan for 2021-22, including changes to the current curriculum plan 2020-21 and new articulation pathways.

The committee welcomed the report and approved the changes.

The presenter highlighted some of the challenges faced in 2020-21 including unexpected changes made by Queen Margaret and Heriot Watt Universities, with respect to articulation into degree programmes.

The committee highlighted this as an area of concern, and agreed that the college should highlight the issue with the Scottish Government.

**Action 2: Principal**

The Principal will write to the Scottish Government.

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### **(iii) Equality & Mainstreaming Report 2019-20**

Vice Principal, Performance and Improvement, presented Paper 6, requesting approval, in accordance with the requirements of the duties of the Public Sector Equality Duty.

The presenter advised that the report was the output of an extensive collaboration exercise, with input from colleagues across the college. It was noted that there are some minor points of format to be corrected, prior to publication.

The committee commented on the quality of the report, insightful content and engaging format. The committee welcomed the external validations included in the report. It was agreed to be a very valuable report and was approved.

### **(iv) School Leaver Destination 2019-2020**

Vice Principal, Performance and Improvement shared a presentation with details of school leaver destinations for 2019-2020. The committee found the presentation very positive and useful.

## **8 Regular Monitoring**

### **(i) Outcome Agreement 2020-21**

Vice Principal, Performance and Improvement asked the committee to note Paper 7 outlining progress on Outcome Agreement targets. The targets were noted with satisfaction and considered a very positive outcome.

### **(ii) Credits 2020-21**

Vice Principal, Performance and Improvement asked the committee to note Paper 8, updating progress on the credit target agreed with the SFC. The committee noted the paper and the 'herculean' effort by staff and students to meet stretching targets, which includes new Skills Boost and HNC accelerator programmes.

### **(iii) Student Funds 2020-21 and 2021-22**

Vice Principal, Finance & Corporate Services asked the committee to note Paper 9, summarising the allocation of student funds against spend. The committee noted another positive paper, with plans in place to fully utilise all allocated funds.

**(iv) Recruitment 2021-22**

Vice Principal, Performance and Improvement asked the committee note Paper 10, with analysis of student recruitment for 2021-22. The report is positive, with overall recruitment at 109% offers against target. The committee noted that not every area was on target, but students may be holding back on subjects that have been impacted by the lockdown, eg beauty therapy. However, other areas have seen an increase, eg health and social care. The committee noted the report as another positive indicator for the college.

**(v) Strategic Risk Register 2020-21**

Vice Principal Learning and Attainment presented Paper 11 noting that the overall risk profile remains stable, with a reduction in likelihood of Risk 2.1 reducing from 3 to 2 and a score of 6. No other changes were noted and the committee noted Paper 11 and the more detailed paper and risk heatmap.

**9 Continuous Improvement****(i) Quality and Enhancement**

Head of Quality, Student Support and Learning Resources asked the committee note Paper 12. The presenter highlighted the level of effort from staff across the college to maintain quality standards and adapt to fast changing demands.

The college responded quickly to the pandemic and adopted an approach to remote learning and evaluation that is reflective of the majority of colleges. The committee welcomed the report and noted the excellent work that has been completed to date.

**(ii) Student Support & Learning Resources**

Head of Quality, Student Support and Learning Resources asked the committee note Paper 13, providing insight on the work of the Student Support & Learning Resources team. The committee noted the diverse nature of support the team provided and the creative approach to ensure that the student is always put at the centre. The presenter highlighted the work to help students transition from on campus study to remote learning.

Further work is planned with a new role in the team to support student mental health. The committee noted the paper and commented on the excellent and vital work by the team.

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### 10 Any Other Business

The committee noted feedback from an accreditation visit by the General Teaching Council for Scotland. The chair of GTCS meeting was impressed by the approach adopted in West Lothian College and will unconditionally recommend reaccreditation.

### 11 Review of Meeting, Development Plan and Supporting Papers

Vice Principal, Learning and Attainment, formally thanked the Chair for supporting the work on the Queen's Anniversary Prize nomination on Childhood Practice.

General comments were noted on the excellent quality of the papers, pace of agenda, and contribution by all members and attendees. Particular note was given to the pre-meeting and the benefit of meeting the team.

### 13 Date of Next Meeting

The next meeting is scheduled to take place on Wednesday 8 September 2021 at 10.30am (pre-meeting to be confirmed).

Signed .....  
Chair, Learning and Teaching Committee

Date .....