

West Lothian College

15 June 2022

Learning and Teaching Committee

A pre-meeting was held to meet members of the Student Association and Executive Members. Minute of the Meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Wednesday 23 February at 10.30am** via Zoom online.

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

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 & Learning Resources)
Samantha Boslem (HR Business Partner, JBTC) – Item 2.1
Virginia Toyi (Support Staff Board Member – Guest)
Lesley Aitkenhead (Board Governance Advisor)

1 Welcome & Apologies

The Chair welcomed everyone to the online Zoom meeting, including a guest from the Chamber of Commerce, Samantha Boslem from JBTC.

Apologies were noted from Kirstie Clark, and observers Seamus Spencer (Scottish Funding Council) and Barbara Nelson (Education Scotland).

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of Meeting of 24 November 2021

The minutes of the 24 November 2021 meeting were approved as correct.

4 Matters Arising

The committee noted that all actions were closed, with the exception of action L7, which was recommended to close following the update at the meeting on 24 November 2021. The committee agreed to close.

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5 (i) Student Association Update

The Student Association President presented Paper 3 which included the responses from the recent SPARKLE Survey. The committee noted the paper and discussed the results of the SPARKLE Survey.

The committee praised the work of the Student Association who have continued to support students during a challenging time and discussed the key points of the report.

The committee noted that the SPARKLE report was overall very positive but that a number of areas for improvement were identified. The committee asked whether student feedback from lecturers was consistent across the college and was advised that a new course tutor role is being introduced aimed at identifying issues at an early stage and promoting consistency in the student experience. In addition, a new risk framework was being rolled out as professional standards continue to be embedded.

The committee noted the attendance of Samantha Boslem, HR Partner from JBTC and welcomed comments around the improvements in the college facilities and qualifications offered, that better aligned to the needs of local employers.

The committee thank the guest for her contribution and attendance.

Action 1: The Committee discussed the benefits of having local employers at the committee meeting and agreed to seek feedback on how to include in future agendas.

(ii) College Response to SPARKLE Survey

The Head of Quality, Student Support & Learning Resources presented Paper 4 which included the college response to the SPARKLE Survey. The committee welcomed the actions that were being taken in response to student feedback. It was noted that this is part of a wider framework for gathering feedback, which is core to ensuring students feel valued.

6 (i) Credit Target 2021 – 22 Update

Vice Principal, Performance & Improvement (VP, P&I) presented Paper 5 noting that the college is on track to meet credit targets.

VP, P&I confirmed that the college was confident of meeting the SFC targets and this achievement was helping to support the argument that the college is able to deliver at a consistently high level. The committee noted the paper.

(ii) Recruitment Update

VP, P&I presented Paper 6 noting recruitment performance for 2022-23.

The VP, P&I advised that the most recent figures were slightly adjusted with full-time applications currently at 76% of target, and schools at 40%. Committee members welcomed the report and Elaine Cook offered to encourage the school sector to progress with applications, where possible.

(iii) Student Funds Update

The Vice Principal, Finance & Corporate Services (VP, F&CS) presented Paper 7 for noting, highlighting the areas of planned investment in terms of student funds. The committee discussed plans including the approach to providing software, and was advised that it was important to ensure that any implications of funding decisions are understood. The committee welcomed the report and supported the plans to make use of student funds.

7 (i) Quality Enhancement Report

Head of Quality, Student Support and Learning Resources presented Paper 8 for noting. The committee noted plans to embed the new InsightQ platform, with staff training completed.

The committee discussed the cross-college project aimed at identifying and addressing poor performance of FT FE attainment highlighted in page 2. The committee were advised that the project had worked collaboratively to create an improvement plan including assessing the quality of teaching and sharing information held securely on a risk register and other source data.

Action 2: The committee agreed to discuss progress of this working group at the June meeting as a substantive agenda item.

(ii) Student Support and Services Update

Head of Quality, Student Support and Learning Resources presented Paper 9¹, providing insight into the work of the student support team. The committee noted the paper and the continued focus on mental health and wellbeing.

(iii) Education Scotland Progress Report Update

Head of Quality, Student Support and Learning Resources provided a verbal update on the Education Scotland Progress Report. College staff engaged in a visit from Education Scotland in January 22 and received positive feedback.

¹ Paper 9 was updated post meeting, with a correction to the table of applications.

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The committee noted the key points of feedback from Education Scotland and requested an extended agenda at the June Committee to review the finalised report in more detail.

Action 3: Extend the L&T Committee Meeting for June, to include an agenda item on the Education Scotland Progress Report, including members of the Education Scotland Team.

8 (i) Curriculum Plan Revisions 2021-22

The Vice Principal, Learning & Attainment presented Paper 10 for information. The committee noted the revisions to the Curriculum Plan and welcomed the level of flexibility adopted within the plan.

(ii) National Transition Training Fund 2020-21 Report

The Vice Principal, Learning & Attainment presented Paper 11 for information. The committee discussed and noted the report.

(iii) Self Evaluation of Learning & Teaching Committee

The Board Governance Advisor requested feedback on the quality and completeness of the papers, and effectiveness of the committee in meeting its remit. Committee members felt the papers provided insight on the key areas of the college.

9 Any Other Business

No other business was noted.

10 Matters for Escalation

The committee were asked for any matters that may have an impact on the Strategic Risk Register, or require escalation to the Board.

The committee agreed that no material items were noted.

11 Date of Next Meeting

The next meeting is Wednesday 15 June 2022 at 10.30am.

Signed
Chair, Learning and Teaching Committee

Date